

**City of New York**  
**Financial Info Svcs Agency**  
**Job Vacancy Notice**

**Civil Service Title:** COMPUTER SYSTEMS MANAGER      **Level/Grade:** M1  
**Title:** 10050      **Salary:** \$45,758/ \$90,000- \$95,000  
**Office Title:** Windows System Administrator  
**Division/Work Unit:** Pysl/HR, Tech Serv      **Number of Positions:** 1  
**Hours/Shift:** Monday Friday 9am to 5pm  
**Work location:** 450 West 33 St, New York NY

**Job Description**

The total head count of FISA users has grown from 250 to over 700 users in the past couple of years. This has caused an increase in demand of services that the Network Support staff has to provide to the end users. The team is also now providing 24x7 support for such applications such as FMS3, FMS2, SSO, IFA, OTPS, PIP, NYCAPS, DMS, CHRMS, PPMS, PMS, Crystal, etc. With these numerous projects comes the responsibility of managing and monitoring the infrastructure that resides on them. This includes over 60 Windows 2003 servers running multiple Microsoft applications such as Exchange, SMS, SQL, ISA, and Project. FISA would like to solicit a LAN Administrator that will be responsible for the administration and management of the LAN environments. Weekend work is required.

**Qualification Requirements**

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or 2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or 3. A four-year high school diploma or its educational equivalent and six years of experience as described in "1" above; or 4. Education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

**Essential Skills**

Strong hands-on administration experience on Windows 2003 server - Forest, Domain, AD, Schemer, DNS, WINS, DHCP, OU, Distribution list, Windows folder security, and IP filter. Strong troubleshooting skills in a Windows 2003 environment. Event log analysis, installation and administration of Windows Server 2003, including user setup and defining roles, performance tuning, backup and restore, security monitoring, registry and AD scripting. Experience working in a team environment. Self motivated with strong interpersonal skills. This includes the ability to clearly document and explain problems, as well as work with others to resolve software defects. Working knowledge of TCP/IP protocol. Ability to plan, manage time according to schedules, and provide status updates required. Ability to quickly learn new tools and resolve issues using all available resources. Experience in the administration of Windows 2003 server. Experience in the administration of MS Exchange 2003 Enterprise. Hands-on experiences with Microsoft products -SQL, SMS, ISA, Project. MCSE certified in Windows 2003 and Citrix Presentation Server certified is preferred. Knowledge in CA BrightStor, Blackberry, Websense, HP printer server, BMC Patrol, TAM ESSO is a plus.

**To Apply:**

Please e-mail resume to: [jvn-1170@fisa.nyc.gov](mailto:jvn-1170@fisa.nyc.gov)

Be sure the JVN# you are interested in is clearly indicated in the upper right hand corner of your resume.

PLEASE NOTE: Applications that do not reference a JVN # will be considered incomplete. While all complete applications will be given consideration, only candidates selected for an interview will be contacted by FISA.

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**Post Date:** March 25, 2008

**Post Until:** Filled

**JVN:** 127- 2008- 001170

**The City of New York is an Equal Opportunity Employer.**