



**NYC DEPARTMENT OF BUILDINGS
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE & LEVEL: Principal Administrative Associate L-3	OFFICE TITLE: Network Administrator
TITLE CODE NO.: 10124	SALARY: \$ 45,754 - \$69,924 Non-City Minimum: \$45,754 City Minimum: \$52,617
DIVISION/WORK UNIT: Information Technology	WORK LOCATION: 280 Broadway, 6 th Floor, New York, NY
HOURS: 35 (Minimum)	NUMBER OF POSITIONS: 1

AGENCY MISSION:

The New York City Department of Buildings ensures the safe and lawful use of buildings and properties by enforcing the Building Code and the Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism.

JOB DESCRIPTION:

The responsibilities for the Network Administrator will include:

- Reviewing and evaluating current and future network designs.
- Supporting of Novell and Windows based systems; installation, configuration, patch management, performance and tuning, incident tracking, storage management, and backup/restore.
- Administrating Wins, DHCP, DNS, file and storage server.
- Deploying and managing of server class hardware and software.
- Providing 2nd and 3rd level technical support.
- Refining, documenting, testing and deploying disaster recovery procedures.
- Defining and documenting standard technical operating procedures including installation, change management, and troubleshooting.
- Providing technical support and maintenance for internet/Intranet and database technologies.
- Adhering to change management procedures and IT policies to mitigate the disruption of services to the business.
- Will be required to be on call 24x7.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and 3 years of satisfactory f/t responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and 4 years of satisfactory, f/t progressively responsible experience as described in 1 above; or
3. Four year high school diploma or its educational equivalent and 5 years of satisfactory, f/t progressively responsible experience as described in 1 above; or
4. Education and/or experience equivalent to 1, 2 or 3 above. However, all candidates must possess the 1 year of administrative or supervisory experience as described in 1 above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the 1 year of administrative or supervisory experience described in 1 above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

PREFERRED SKILLS:

- Knowledge of McAfee Antivirus (EOP System).
- Basic knowledge of Novell Director Services, Novell Border Manager and Novell Distributed Printing Services.
- Excellent written and verbal communication skills.
- Strong organization and supervisory skills.
- Ability to multi-task and prioritize workload.
- Ability to exercise discretion and initiative.

TO APPLY FOR CONSIDERATION, PLEASE SUBMIT A COVER LETTER AND RESUME WHICH INCLUDES THE JOB VACANCY # (JVN) TO:

Recruitment Officer
280 Broadway, 6th Floor
New York, New York 10007

BECOME TOMORROW'S LEADER TODAY!

E-MAIL: Recruit@buildings.nyc.gov

POST DATE: 2/1/08	UNTIL: 2/15/08	JVN: <u>810-08-171C</u>
--------------------------	-----------------------	--------------------------------