

**CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: <u>Certified IT Administrator (WAN)</u>	Level: <u>3</u>
Title Code No: <u>13642</u>	Salary: <u>\$71,869 - \$101,632</u>
Office Title: <u>WAN Administrator</u>	Work Location: <u>1 Centre Street</u>
Division/Work Unit: <u>Executive Office/OMIS</u>	Number of Positions: <u>1</u>
Day/Night Shift: <u>Day</u>	

**JOB DESCRIPTION**

The Department of Citywide Administrative Services (DCAS) seeks to hire a Certified IT Administration to serve as an Internet working Specialist, who will be responsible for maintaining the existing network, as well as designing and implementing changes to the network, to work within the Executive's Division, Office of Management Information System (OMIS). The candidate's responsibilities will be to:

- Review and evaluate current and future network design issues as required to maintain network integrity, efficient data flow, scalability, and cost-efficiency, and client needs. Attend network planning meetings and provide technical input to designs
- Design and code router/switch configurations as required; implement new processes/functions on routers and switches as required, including but not limited to QoS, multicasting, NTP, VLAN configurations, TACACS, HSRP, and advanced network routing
- Provide advanced-level technical support for network problems
- Provide advanced network support in new project development; technical assistance on the feasibility of new projects. Participate in developing implementation plans

**PREFERRED SKILLS**

- A minimum of 5 years experience with IP switched/router/based networks. The candidate selected for this position will interface with management and other technical staff, so good verbal communication/written skills are also required, as well as the ability to take the lead of projects assigned
- **The selected candidate may be required to work a non-conventional shift. In addition, Network Support engineers must be on-call on a 24x 7. Over time work is required**
- The following skills are required for this position: Advanced knowledge of IP addressing and subnetting, routing protocols, including EIGRP, and OSPF. Advanced installation/troubleshooting experience of Cisco hardware/OS software, including 75xx, 72xx, 36xx, and 26xx series routers, 65xx, 35xx layer2/3 switches
- Additional skills in the following areas are desirable: IP network security utilizing Cisco ASA/PIX, McAfee Intrushield
- Familiarity/experience with Enterasys Networks equipment is highly desirable

**QUALIFICATION REQUIREMENTS**

**The following Professional/Vendor Certification is required:** Cisco Certified Network Professional (CCNP)

In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in wide area network planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above; or
3. A master's degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory (not classroom based) full-time information technology experience as described in "1" above.

**Note:**  
In addition to meeting the minimum Qualification Requirements: Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

**TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)**  
**The JVN# MUST be the only text in the subject line of email; e.g. JVN#868/12/345. (Please do not use 12/345, use the JVN# located in the lower, right corner of this posting.) Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension. Please send your cover letter and resume only once; you will receive confirmation of receipt.**

**If you do not have access to email, mail your Cover Letter & Resume to:**

Recruitment Coordinator  
DCAS/Human Resources Office  
1 Centre Street, 17<sup>th</sup> Floor North  
New York, N.Y. 10007

**(Indicate JVN# in upper right hand corner of cover letter & resume)**

**PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS.**

**NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

<b>POST DATE: 1/24/2008</b>	<b>POST UNTIL: Until Filled</b>	<b>JVN#: <u>868/ 08/097</u></b>
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**The City is an Equal Opportunity Employer**