

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COMPUTER NETWORK SPECIALIST

TITLE #: 1179

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for the administration and maintenance of network operating systems for a school district or municipality. Incumbents assigned to BOCES are responsible for the administration and maintenance of network operating systems for member districts of the Orange-Ulster BOCES Resource Center. Work is performed under the general supervision of a designated supervisor with leeway allowed in exercising independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Installs and maintains computer network operating systems;

Installs computer software and diagnoses software related problems;

Provides technical support and communicates technical advice to users;

Provides installation, maintenance and troubleshooting of networked equipment including, but not limited to computers, switches, hubs, routers, cables and broadband connection;

May support data connectivity equipment and/or telecommunication networks;

May administer e-mail accounts;

May train users on established office applications;

May create back-up system images for disaster recovery purposes;

Performs cleaning and preventive maintenance and repairs on computer systems and related peripheral equipment including, but not limited to, printers, disk drives, keyboards, network servers, etc.;

Attends training as needed to upgrade and update skills.

WHEN ASSIGNED TO BOCES:

Participates with Computer Technicians in the maintenance and repair of equipment;

Travels to participating districts to repair network equipment on-site as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of computer networking software and hardware including installation, upgrade and maintenance of computer networks; thorough knowledge of networking software including installation, administration, troubleshooting and network cabling systems; good knowledge of printers and print servers in a networked environment; good knowledge of the installation and set-up of expansion cards, including controllers, sound cards and network interface cards; good knowledge of application software installation and troubleshooting in a networked environment; good

knowledge of the set up and maintenance of e-mail accounts in a networked environment; working knowledge of computer hardware including diagnosis and repair of common problems; ability to train and communicate technical advice to users; good interpersonal skills; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in Computer Science, Computer Information Systems or related field and one (1) year of paid experience supporting local and wide area networks;
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a major in Computer Science, Computer Information Systems or related field and three (3) years of paid experience as outlined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid experience as outlined in (A) above.

NOTE: Certification as a Certified Network Engineer, Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional plus Internet (MCP+I), Cisco Certified Network Associate (CCNA), Novell Certified Network Engineer (CNE), CompTIA Network + or Server +, or Compaq ACE may be substituted for one (1) year of the required experience.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 9/13/13 at