

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

**CLASS TITLE:** SENIOR COMPUTER NETWORK SPECIALIST

**TITLE #:** 1602

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position involving responsibility for administration, installation and maintenance of network operating systems for school districts. This class differs from that of Computer Network Specialist by virtue of the complexity of the work being performed and/or the responsibility to lead or direct the work of subordinate technical staff. Work is performed under the general supervision of a higher level manager with leeway allowed for 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 new networking equipment including, but not limited to, computers, hubs, routers and cabling, including router configuration;

Integrates databases into websites and may maintain district websites;

Leads or directs the work of subordinate technical staff;

Participates in the maintenance, troubleshooting and repair of computer equipment and/or computer networks which may include the development and implementation of a budget for maintenance and repairs;

Supports data connectivity equipment and/or telecommunication networks;

Assists in establishing local and wide area networks;

Installs computer software, diagnoses hardware and software related problems, and may contact vendors regarding hardware and software issues;

Sets up e-mail servers and administers accounts;

Performs cleaning and preventive maintenance and repairs on computer systems;

Cleans, maintains and repairs related peripheral equipment including, but not limited to, printers, disk drives, keyboards, network servers, monitors, etc.;

Attends training as needed to upgrade and update skills;

May track inventory, evaluate hardware and software and make recommendations for ordering supplies,

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

May provide technical assistance to users and train users on established office applications;

May maintain a security system for computer equipment and security control of access to software, hardware, and technical information.

When assigned to BOCES:

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; thorough knowledge of the set up and maintenance of e-mail accounts 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 computer hardware including diagnosis and repair of common problems; ability to design and install web servers and web pages; ability to communicate technical advice and train 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 in Computer Science, Computer Information Systems or related field and three (3) years of paid work experience supporting local and wide area networks; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science, Computer Information Systems or related field and five (5) years of paid experience as outlined in (A) above; OR
- (C) 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 five (5) years of paid experience as outlined in (A) above; OR
- (D) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of paid experience as outlined in (A) above.

**NOTE:** Possession of a certification as either 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 two (2) years of the required experience.

**JURISDICTIONAL CLASSIFICATION:** Competitive