

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE



COUNTY OFFICE BUILDING
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VACANCY ANNOUNCEMENT

JUNIOR SYSTEMS ADMINISTRATOR

(*COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)*

Madison County seeks a full-time Junior Systems Administrator in the Information Technology Department. This position involves the daily administration of Windows server active directory. The incumbent will also be responsible for the support and administration of: VMWare VDI, Cisco VOIP and Microsoft Office 365. Additional duties include assisting with the installation of hardware, software, system upgrades and resolving software and hardware related problems. Supervision is received from a higher level administrator with some exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either

- (A) Possession of a Bachelor's degree, or higher, in Information Technology, Computer Science, Computer Technology, Data Processing, Management Information Systems, Information Management, or closely related field; OR
- (B) Possession of an Associate's degree in Information Technology, Computer Science, Computer Technology, Data Processing, Management Information Systems, Information Management, or closely related field and two (2) years of full-time paid, or its part-time equivalent, experience which must have included the responsibility for diagnosing and problem-solving of network related computer software; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time equivalent, as described in (B) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

2023 Hire Rate: \$72,618/yr (\$37.24/hr; 37.5 hrs/week).

Application Deadline: 1/27/2023

EOE