

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: COMPUTER ASSOC (OPERATIONS)	Level: II
Title Code No: 13621	Salary: \$54,201/\$62,331-\$80,757 Frequency: ANNUAL
Business Title: System Administrator	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 168304	Hours/Shift: 3 p.m. to 11 p.m.
Job Description	
<p>The Information Technology Division's mission is to provide high quality technology- based services in a cost-effective manner while delivering information and technology solutions that advance the DOC tactical and strategic plan.</p> <p>The Information Technology Division is recruiting for a System Administrator who, reporting to the Data Center Manager, will follow the day-to-day operational procedures defined for all data center systems including the monitoring of AC and power. The staff person will also assist with:</p> <ul style="list-style-type: none"> • Identification, investigation, escalation and resolution of problems and issues; • Installation of new system hardware and software upgrades; • Monitoring system backups and procedures; • Performing system patching and updates; Active Directory administration; • Performing related work and special projects as may be required. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory full-time experience, acquired within the last eight years, working on large-scale mainframe computer operations or mainframe data communication networks; or 2. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above; or 3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above; or 4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least two years of full-time experience, acquired within the last eight years, as described in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Good written and verbal communication skills; • Demonstrates a responsible and reliable work ethic; • Knowledge and experience with Microsoft server operating systems, active directory administration, Exchange administration, HP Server hardware or MCSE certification a plus. 	
Residency Requirement	
New York City Residency is not required for this position	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#: 168304.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 168304.</p> <p style="text-align: center;">Attention: Floretha Bryant</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 09/30/2014	Post Until: 10/15/2014

The City of New York is an Equal Opportunity Employer