



NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Certified IT Administrator (LAN) (13641)
Level 1

FUNCTIONAL TITLE:

Server Engineer

ASSIGNMENT NUMBER:

740-09-006

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center – Suite 3600
Brooklyn, New York 11201

SALARY:

\$73,480 +

The Office of Web Server Operations is responsible for managing, implementing, overseeing, developing, monitoring and maintaining hardware and software technical support services for Intranet & Internet Web servers in a Microsoft, IBM, CISCO environment. This includes the development, installation, support and implementation of web servers and applications, Content Management Systems (CMS) and Local and Wide Area Networks.

JOB DESCRIPTION:

1. Gathers requirements from development teams and end users for analyzing and refining architecture solutions, promoting common initiatives, resolving functional /technical issues and to ensure quality, functionality, performance, security and on-time delivery of application architecture.
2. Installs, configures, manages, maintains, troubleshoots and supports the Microsoft SQL Server 2000 and Microsoft Windows 2003 Servers, as well as providing support for the Microsoft SQL Server 2000 database servers, Internet Information Services (IIS) 6.0 servers, Windows 2000 Active Directory Services, and Windows 2003 Enterprise Servers.
3. Provides user support for Windows XP and Windows Vista operating systems.
4. Monitors, troubleshoots and supports Crystal Enterprise 9.0, 10.0 and XI reporting environments.
5. Implements and supports Microsoft Clustering Services.
6. Ensures the on-going operation of Microsoft Windows 2000/2003 servers by developing, testing and implementing appropriate back-up and recovery procedures, conducting periodic tuning of the servers, proactively capturing and reporting activity and providing technical support as needed.
7. Monitors and troubleshoots issues related to the load balanced web farm.
8. Processes database changes in Development, QA, Staging and Production environments and creates and updates documentation for all tasks in accordance with Department of Education standards.
9. Maintains error and system maintenance logs, administers replication and log shipping for large databases and issues reports on a regular basis.
10. Maintains daily backups and backup logs using the EMC Data Manager and/or Legato Networker to ensure accuracy and completeness.

MINIMUM REQUIREMENTS

Microsoft Certified Systems Engineer (MCSE) Windows 2003 –AND–

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in database administration 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 full-time (not classroom based) information technology experience as described in "1" above.

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.

PREFERRED QUALIFICATIONS

1. Seven or more years of technical experience.
2. Five or more years of Microsoft IIS Server administration experience.
3. Two or more years of Microsoft Application Center experience.
4. Experience troubleshooting server errors.
5. System Analysis Skills.
6. Experience troubleshooting Microsoft Windows 2003 Enterprise servers.
7. Four or more years Active Directory, LDAP experience.
8. Three or more years of Microsoft Operations Manager experience.
9. Three or more years of Business Objects XI.
10. Experience using Biztalk desired.
11. Good writing and verbal communication skills.

To apply for this assignment, send resume to:

New York City Department of Education
Division of Instructional & Information Technology
Re: Server Engineer
2 MetroTech Center – Suite 3600
Brooklyn, New York 11201
Attention: Wagiha Saif
OR by e-mail to:
ServEng@schools.nyc.gov

Applications must be received by August 15, 2008.

Quote assignment number and day-evening phone numbers on the top right corner of your resume. Only applicants scheduled for interviews will be contacted.

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