# City of New York
## Department of Information Technology and Telecommunications
## Job Posting Notice

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| **Civil Service Title:** Computer Specialist (Software) | **Level:** 04 |
| **Title Code No:** 13632 | **Salary:** $83,388/$95,896 - $115,000 |
| **Office Title:** Exchange Engineer | **Work location:** Metrotech |
| **Division/Work Unit:** IT Services | **Number of Positions:** 2 |
| **Job ID:** 91494 | **Hours/Shift:** Day - Due to the necessary support duties of this position in a 24/7 operation, candidates may be required to work various shifts such as weekends and/or evenings. |

### Job Description

DoITT is responsible for modernizing, unlocking, and innovating to improve IT infrastructure and service delivery in New York City government. Modernizing by implementing state-of-the-art information technology to improve services to New Yorkers. Unlocking by making government more transparent and accountable to New Yorkers. Innovating by employing cutting-edge tools, methods, and relationships to empower New Yorkers.

The successful candidate will serve as an Exchange Engineer reporting to the IT Services division.

Responsibilities will include: Serve as an Exchange Engineer within the Microsoft Exchange environment (2003/2007/2010); implement hosted mail and messaging system (Microsoft Exchange 2003/2007/2010) and domain architecture; migrate email systems from GroupWise, Exchange 2003/2007 and Send Mail to Exchange 2010 hosted environment; design implementations of Microsoft Exchange 2003/2007/2010 in a complex environment adding to the rapidly expanding domain of over 105,000 users; develop and implement backup/recovery, security, virus protection, spam protection, registry, active directory, editing and system implementation; perform strategic planning, functional management, and deployment of client software for migrations; develop service delivery for messaging system; analyze software systems; create Exchange/AD systems, disaster recovery and related documentation; and coordinate and perform special technology projects and initiatives as assigned.

### Minimum Qualification Requirements

(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project; or

(2) A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in  1" above, including one year in a project leader capacity or as a major contributor on a complex project; or

(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to two years of the required experience in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

Special Note

To be eligible for placement in Assignment Level IV, in addition to the Qualification Requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.

### Preferred Skills

The preferred candidate should possess the following: 5+ years experience as a lead Microsoft Exchange administrator; knowledge of messaging systems, system administration and architecture expertise; advanced Exchange 2003/2007/2010, Active Directory, documentation and overall Windows 2003/2008 OS skills; 3+ years experience administrating a clustered, high availability Exchange environment; experience in a large, geographically dispersed environment; full understanding of DNS, WINS, DHCP and LDAP compliant directories; Outlook Web Access and Microsoft Outlook; Blackberry 4.xx/5.xx, Windows Mobile/Active Sync, Exchange 2003/2007/2010, GroupWise migration to Exchange 2007; in-depth knowledge in SMTP and email archive solution, SAN, VM, MVS and scripting; solid technical knowledge of advanced Microsoft Exchange 2003/2007/2010, Windows 2003/2008, Blackberry 4.xx/5.xx Enterprise Vault 2007/8.xxx; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft Office programs; strong written and verbal communication skills; excellent analytic, organization, presentation and facilitation skills; and the ability to handle multiple tasks under tight deadlines.

### To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #91494

For all other applicants, please go to www.nyc.gov/careers and search for Job ID # 91494

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:

Department of Information Technology and Telecommunications (DoITT)

Recruitment Office - 75 Park Place - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

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| **Post Date: August 24, 2011** | **Post Until:** Filled |

**The City of New York is an Equal Opportunity Employer.**