

**NEW YORK CITY OFFICE OF THE ACTUARY
JOB VACANCY NOTICE NO. 008-06-001
ONE (1) POSITION**

CIVIL SERVICE TITLE: CERTIFIED LOCAL AREA NETWORK ADMINISTRATOR LEVEL II	
OFFICE TITLE: Network Systems Administrator	TITLE CODE: 06746
DIVISION: Administration	SALARY: \$60,821 - \$70,500
LOCATION: 75 Park Place, 9 th Floor, New York, NY	HOURS/SHIFT: 35+ hrs. per week -- evening and weekend work as required
<u>JOB DESCRIPTION</u>	
<p>The Office of the Actuary (OA) is a small agency with fifty workstations networked to clustered file servers. The Certified Local Area Network (LAN) Administrator Level II will serve as the OA's network systems administrator and will report to the Director of Administration. Responsibilities include providing certified technical support in all areas of LAN management and maintenance. This comprises performance monitoring of all network operating systems, troubleshooting and resolving network and workstation software application and hardware problems, checking, testing and installing updates and patches for all applications, ensuring backup of network files. The position will be responsible for providing operational and administrative support to end-users and will interface with the OA's data management partners (e.g., the New York City Retirement Systems, City University of New York and NYC Department of Information Technology and Telecommunications). Will research and assist in implementation of special data management projects as directed.</p>	
<u>PREFERRED SKILLS</u>	
<p>The preferred candidate will have: solid technical knowledge of Windows 2000 Server or later, Exchange 2000 Server or later, Microsoft Office Professional 2000 or later, Active Directory, Group Policy, TCP/IP, DHCP, WINS and DNS. Familiarity with LAN/WAN Internet working principles important. Must be attentive to details. Must have ability to articulate to end-user community in clear, concise and understandable terms.</p>	
<u>MINIMUM QUALIFICATION REQUIREMENTS</u>	
<p><u>REQUIRED VENDOR CERTIFICATION:</u> Professional/vendor certification(s) in local area network administration is required for this position. NYC Acceptable Professional/Vendor Certificates are: Microsoft Certified Systems Engineer (MCSE) Windows 2000 or later.</p> <p>In addition, all candidates must have the following:</p> <ol style="list-style-type: none"> 1. A baccalaureate degree, from an accredited college or university and two (2) years of satisfactory full-time (not classroom-based) experience in local area network 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 (6) years of satisfactory full-time (not classroom-based) information technology experience of which at least 2 years must have been described in "1" above; or 3. A masters degree in computer science or a related field from an accredited college may substitute for 1 year of satisfactory full-time (not classroom based) information technology experience as described in "1" above. 	
<u>OTHER REQUIREMENTS</u>	
<p>The prospective appointee will be subject to a full background investigation. Once hired, the employee may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s).</p>	
APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET APPROVAL	
<u>TO APPLY FOR CONSIDERATION</u>	
Send a copy of resume and cover letter stating Job Vacancy Notice # to:	
NYC Office of the Actuary 75 Park Place, 9th Floor New York, NY 10007 ATT: Susan Flaschenberg, Director of Administration	OR E-Mail to: oajobs@actuary.nyc.gov Fax to: 212-442-8112
POST DATE: 08/17/2005	POST UNTIL: 09/16/2005
THE NEW YORK CITY OFFICE OF THE ACTUARY IS AN EQUAL OPPORTUNITY EMPLOYER.	