

NEW YORK CITY DEPARTMENT OF CORRECTION  
CITYWIDE JOB VACANCY NOTICE

REVISED

Civil Service Title: Certified IT Administrator (WAN)

Level: III

Title Code No.: 13642

Salary: \*\$71,869 - \$101,632  
\*\*\$82,649 - \$101,632

Office Title: CISCO Network Administrator

\*\*\*Work Location: 60 Hudson Street  
New York, NY. 10013

Division/Work Unit: Information Technology

Personnel Order #094A

Hours/Shift: Day Tour

Number of Positions: One

---

**JOB DESCRIPTION**

The Department of Correction seeks to hire a CISCO Certified individual to serve as a Network Administrator. This individual will be responsible for maintaining the existing network, as well as implementing changes to the network. The candidate's responsibilities will include: Review and evaluation of current and future network designs, as required to maintain network integrity, efficient data flow, scalability, and cost-efficiency while supporting client needs. Installing, configuring and supporting network routers, switches and firewalls. Installing, configuring and supporting a CISCO IP Telephony system. Updating code for router and switch configurations as required. Implementing new processes/functions on routers and switches as required, including but not limited to QoS, multicasting, VLAN configurations, TACACS, and advanced network routing using OSPF and EIGRP. Providing advanced-level technical support for network problems. Providing advanced network support in new project development as well as technical assistance on the feasibility of new projects. Providing technical support to network clients. The following Professional/Vendor Certification is required CISCO Certified Network Professional (CCNP).

---

**QUALIFICATION REQUIREMENTS**

Professional/vendor certification in wide area network administration that is required for the position to be filled CISCO Certified Network Professional (CCNP). In addition, all candidates must have the following:

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

Note  
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.

---

Appointments are subject to Office of Management and Budget (OMB) approval.

---

**TO APPLY, PLEASE SUBMIT RESUME TO:**  
NEW YORK CITY DEPARTMENT OF CORRECTION  
RECRUITMENT AND CERTIFICATION SECTION  
2 WASHINGTON STREET, 10TH FLOOR, NEW YORK, NEW YORK 10004

---

\*Salary for new employee. \*\*Salary for City employee with at least two years of service.

POST DATE: 12/2/2008	POST UNTIL: 12/26/2008	JVN: 072-09-048
----------------------	------------------------	-----------------

\*\*\*Location of Headquarters will change to the Bulova Complex in East Elmhurst, New York in 2009.

The City is an Equal Opportunity Employer

[ITJOBS@DOC.NYC.GOV](mailto:ITJOBS@DOC.NYC.GOV)