

**COMPUTER NETWORK ADMINISTRATOR (OC)**  
**NYS #66-575 RC/EL #21081**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

**EXAMINATION TO BE HELD ON JULY 17, 2021- Dates To Be Determined.**

**PLEASE BE ADVISED THAT NO FURTHER APPLICATIONS ARE BEING  
ACCEPTED FOR THIS EXAMINATION. THIS ANNOUNCEMENT IS FOR  
INFORMATIONAL PURPOSES ONLY.**

**VACANCIES:** One each in the Town of Clarkstown, the Haverstraw King's Daughters Public Library and the Nyack Public Schools. The Nyack Public Schools may not be filling the vacancy at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

**POSITIONS EXIST IN:** The Town of Clarkstown, the East Ramapo Central School District, the Nyack Public Schools, the Suffern Central School District and the Haverstraw King's Daughters Public Library.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$65,884.00 annually for a 35 hour-work-week with the Haverstraw King's Daughters Public Library. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is technical and administrative work of a complex nature which involves responsibility for developing and implementing policies and procedures for the efficient operation of a computer network and for overseeing the installation, configuration and maintenance of network hardware and software. The work is performed under the general supervision of a higher-level administrator and supervision is provided to technical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: A Bachelor's degree or higher in Computer Science, Management Information Systems, or related field, or any other Bachelor or higher degree that included a specialization\* in computer science; and four years of paid work experience developing and maintaining computer networks; two years of which were spent developing and maintaining local and wide area digital networks and two years of which must have been in a supervisory, administrative or managerial capacity.

**NOTE:** Three additional years of the required "general" experience may be substituted for the Bachelor or higher degree.

\*At least fifteen credit hours are required to be considered a specialization.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than July 16, 2020.) Student transcripts are not acceptable.

**NOTE:** Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com). You must pay the required evaluation fee.

**SEE NEXT PAGE**

## **COMPUTER NETWORK ADMINISTRATOR (OC) #66-575 (CONTINUED)**

### **SUBJECT OF WRITTEN EXAMINATION:**

1. Administrative techniques and practices – These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.
2. Principles and practices of LAN administration – These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.
3. Principles of networked communications – These questions test for basic concepts and terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.
4. Principles of providing user support – These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.
5. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, “Spell-checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, “Computers”, and any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication ‘General Guide to Written Tests’ helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 02/26/20**

**Amended Date: 06/02/2021**