



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Senior Network Administrator**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County  
Adoption: CSM 9/21/21  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for supervising and administering the operation of a wide and/or local area network computer system and providing technical systems support in the development, implementation, maintenance and enhancement of network computer systems, equipment, and software. Under the general supervision of a higher-level manager, an employee in this class performs network system functions that involve designing, installing, configuring and upgrading network components. An employee in this class directly supervises other technical staff that are involved in network functions. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Administers the operation and maintenance of local area network (LAN)/wide area network (WAN) by designing, installing, configuring and upgrading hubs, switches, routers and other network components;  
Evaluates network methodologies;  
Implements telecommunication networks and makes necessary recommendations for changes;  
Maintains and implements internet and intranet systems/servers;  
Manages and administers servers and server utilization;  
Consults with vendors and users regarding the need for hardware/software for network servers;  
Plans, develops, and implements procedures for the installation and maintenance of PCs, network software, printers, and other LAN/WAN related equipment;  
Troubleshoots hardware and software malfunctions;  
Maintains a secure environment for the server and LAN/WAN communication equipment;  
Supervises a small number of professional staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of local area network (LAN) and wide area network (WAN) administration;  
Thorough knowledge of network hardware and software;  
Good knowledge of Voice over Internet Protocol;  
Ability to analyze, diagnose and correct network issues;  
Ability to evaluate user and enterprise network needs;  
Ability to learn and use new hardware and software products and to adapt to new concepts;  
Ability to supervise Data Communication staff;  
Ability to effectively communicate complex concepts to network users, technical personnel, and other staff members;  
Ability to establish cooperative working relationships with other Information Technology staff and user departments.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Computer Science or a closely related field and four (4) years of work experience in network related support activities; **OR,**
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Computer Science or a closely related field and six (6) years of work experience in network related support activities; **OR,**
- C) High school diploma/GED with eight (8) years of work experience in network related support activities; **OR,**
- D.) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).