



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: May 14, 2018

CLOSING DATE: May 28, 2018

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
(X) STATEWIDE (STATE EMPLOYEES ONLY): **See Below
() GENERAL PUBLIC

TITLE: Network Administrator 1 OIT

POSTING # 2018-031

TITLE CODE: 10137C

NUMBER OF POSITIONS: 4

SALARY RANGE: P27 \$69,068.58 - \$98,343.87

HOURS OF WORK: 8:00 a.m. - 5:00 p.m.

LOCATION: NJ Office of Information Technology
Managed Hosting Unit
200 Riverview Plaza
Trenton, NJ 08625

****PLEASE NOTE: Open to New Jersey State employees with permanent status, who meet the requirements listed below, as a lateral opportunity, subject to current promotional/hiring restrictions**.**

SPECIFIC TO THE POSITION: This position is for a Mid-Level Server Administrator/Engineer supporting a physical and virtual server infrastructure and storage infrastructure. These servers host highly visible public facing and internal critical business applications, including Web Servers, Application Servers and Database Servers. This position also supports the following Infrastructure Services for NJOIT: Active Directory, Desktop Policies, DNS, DHCP, WSUS security patching, Network Printing & File Shares and Antivirus Systems. Manages Elevated User Access Privileges to the servers and network resources including add/modify/delete user accounts for agencies and Vendors. Handles full life cycle management of servers including: Server Builds, Client Assistance for Application Install, Ongoing Maintenance, Trouble Shooting Issues and Server Decommissions. Trains and provide hands on guidance to other Server, Application and Database administrators. This position may require off hour support. Occasional, short distance travel may be required. Minimal physical work on occasion.

DESCRIPTION OF POSITION: Under limited supervision, performs professional work, which includes development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains centralized, decentralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; may be assigned to the administration of Storage Area Networks (SANs); does other related duties.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of eighteen (18) semester hour credits in Mathematics and/or Computer science.

EXPERIENCE: Three (3) years of experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), Storage Area Networks (SAN), and/or Wide Area Networks (WAN) environments.

NOTE: Applicants who do not possess the Bachelor's degree but possess the 18 semester hour credits may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>


As a condition of employment with NJOIT, a background inquiry will be conducted.

Electronic Filing Applicants are encouraged to file electronically. Forward your letter of interest, resume and **unofficial transcript OR foreign degree evaluation to recruiter2@tech.nj.gov Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your resume, letter of interest and **unofficial transcript OR foreign degree evaluation (including posting #2018-031)** to:

Heather Pursell, Personnel Assistant 2, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by:



Lisa Blauer, Special Assistant