

Job Opening

Job Posting: November 2021

Application Deadline: 30 days or
until position is filled

JOB TITLE: Assistant Network Administrator

LOCATION: Albany

DEPT: Information Technology

BASIC FUNCTION: Assist with the installation, configuration and maintenance of a network that spans the greater New York area and the devices and software supporting ESD's critical business functions, user community and Data Center. Assist in troubleshooting and resolving network related issues, optimize network throughput and provide end user support for all network related devices, servers and PCs.

WORK PERFORMED:

- Assist in the Installation, configuration and administration network related infrastructure, equipment and software necessary to support ESD's critical business functions
- Rack, stack, power and provide management connections for all network attached devices
- Monitor the performance of ESD's critical infrastructure including but not limited to; virtualized environment; storage systems; switches and routers; firewalls; SD-WAN and internet connections
- Create and manage support tickets with 3rd party vendors in response to any type of network degradation
- Assist with the management and maintenance of ESD's Virtual Server Infrastructure
- Assist with the management of ESD's Active Directory Infrastructure
- Utilize network management best practices and tools to investigate and resolve network related performance issues
- Utilize ESD's network monitoring tools to ensure that all systems are running optimally
- Assist with integrating technologies from different vendors in a heterogeneous networking environment
- Oversee data backup and restore operations for user and stored data directories
- Assist in IT Disaster Recovery efforts, testing and documentation
- Possible travel to various remote locations
- Perform other related duties as required by IT management

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in an IT related discipline with minimum of 3 years' experience in related field; Or a 2 year degree with a minimum of 5 years' experience; Or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Relevant Experience required: Experience in a Network Administrator role.

Knowledge required: Microsoft Server operating systems (OS) 2008 - 2019, Windows (OS) 10, Active Directory management, NetApp SAN/NAS, Juniper switches and routers, Palo Alto firewalls. Dell Server Hardware, Cat 6 cabling, UPS appliances, VMware 7.0 +, VMware VDI solutions, Digital Sender and printer configuration. Some Help Desk functionality. Ability to work with a diverse group of people at both a functional and technical level and communicate at a level appropriate to

audience; Ability to work both independently and as part of a team; Strong written and verbal communication skills.

APPROXIMATE HIRING SALARY: \$85,000 - \$90,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke – AVP, Human Resources Dept.

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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