City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Coordinator	**Level:** 00
Title Code No: 56058	**Salary:** $80,000 (Annual)
Title Classification: Non-Competitive	
Business Title: Network Administrator	**Work Location:** 350 Jay Street, Brooklyn NY
Division/Work Unit: Information Technology	**Number of Positions:** 1
Job ID: 576000	**Hours/Shift:**

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Network Administrator in the Information Technology Bureau.

Under general supervision, with some latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:

- Design & implement new network solutions while improving and maintaining the efficiency and security of the current network.
- Configure firewalls, routing, and switching to maximize network efficiency and security.
- Manage and support the Cisco Wi-Fi network.
- Work with vendors and assist in the process of identifying network equipment for procurement.
- Maximize network performance through monitoring and troubleshooting regularly. Develop and monitor policies for the use of network resources.
- Install and configure computer network equipment. Maintain servers and associated hardware, applications, services, and settings. Maintain network connectivity of all computer workstations.
- Implement and manage disaster recovery and backup.
- Evaluate and recommend security improvements and system upgrades. Updating network equipment to the latest firmware releases.
- Work closely with the Director of Network Services, Senior Network Engineers, and Network Services staff. Also, work with the IT Help Desk and Development team to provide network support with a variety of operating systems. A test release of products to minimize user impact and ensure compatibility. Arranging scheduled upgrades. Investigate real-time issues in the network. create, upgrade, and maintain network users/permissions. Create technical support documentation for systems and applications.
- Perform related tasks and assignments as required.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community-centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community-centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Additional Information

Candidates must meet the additional requirements:
- Must have a minimum of one year of related network administration experience.
- Possess experience in installing, configuring, and supporting network equipment including routers, switches, firewalls, Load Balancers, DNS, and DHCP.
- Possess experience with Cisco VoIP and Multisite and Datacenter connectivity.
- Have TCP / IP / VLAN knowledge.
- A bachelor's degree in Information Technology, Computer Science/Engineering, or a similar field is preferred.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.
Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

Preferred Skills

- Excellent interpersonal, verbal, and communication skills with proven ability to effectively interact with all levels of the organization with high regard for confidentiality and diplomacy; ability to provide estimations and meet deliverables in a timely manner; and ability to communicate efficiently with teammates is essential.
- Ability to understand office policies; handle multi-tasking in a fast-changing environment; prioritize among competing needs and respond promptly to requests for information.
- Self-driven and willing to expand technical skill set; be resourceful, take initiative and good judgment is essential.
- Experience working in legal environments such as law firms or court systems is a plus.
- CCNA, MSCP Certification is a plus.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Posting Date: 2/22/2023	**Post Until:** 3/26/2023

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer