

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice**

Civil Service Title: Certified IT Administrator (LAN)	Level: 04
Title Code No: 13641	Salary: \$89,383/\$102,791 - \$128,000
Business Title: Active Directory Architect	Work Location: Brooklyn, NY
Division/Work Unit: IT Services	Number of Positions: 1
Job ID: 227337	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.

Job Description

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as an Active Directory Architect reporting to the IT Services Division.

Responsibilities will include:

- Serve as technical expert and work with the team for Active Directory/Windows environment to provide oversight on daily activities to set priorities;
- Assist with problem escalation and/or communicate significant problems or issues to management;
- Function as a technical expert regarding Group Policy, Active Directory and Windows issues for messaging administrators or programmers or web developers or network security engineers or database analysts or network managers and/or implementation teams;
- Manage and administer the Active Directory/Windows environment including Group Policy via AGMP 4.0;
- Manage and administer DHCP services;
- Manage and administer Windows Time and NTP services;
- Manage auditing technologies and tools and/or provide reports or as needed;
- Implement and manage auditing and security policies and procedures;
- Manage and support SCCM and WSUS for both servers and desktops;
- Manage File and Print services;
- Manage and support Active Directory and File and Print backups;
- Participate in the identification of vulnerabilities and their mitigation;
- Provide expertise on Active Directory integration;
- Participate in the design and implementation of future infrastructure systems and services;
- Create and maintain documentation on SOPs and System Design;
- Research, evaluate, recommend and implement new technologies;
- Maintain effective communications with vendors, peers and clients in support of assigned projects;
- Perform capacity planning or upgrades and expansion of Active Directory environment;
- Perform special projects and initiatives as assigned.

Minimum Qualification Requirements

Must possess one of the following professional/vendor certifications:

- **MCSE: Server Infrastructure**
- **MCSA: Windows Server Certification**

In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in local area network planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management;

-or-

2. A four-year high school diploma or its educational equivalent and six years of satisfactory fulltime (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above;

-or-

3. A masters degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory (not classroom based) full-time information technology experience as described in "1" above.

Note:

In addition to meeting the minimum Qualification Requirements:

Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

Preferred Skills

The successful candidate should possess the following:

- Ability to be on site at either PSAC location, PSAC1 in Brooklyn and PSAC2 in the Bronx;
- 7 years of overall IT experience with 3-5 years of experience working with Microsoft Identity technologies including Active Directory, Windows File Services, and Group Policies;

- Proven progressive advancement in responsibility including deep troubleshooting technical skills;
- Understanding of how to identify and instill industry best practices;
- Ability to translate technical issues into understandable business language for end user;
- Experience working in a fast paced Public Safety environment with a career track record of engineering, developing, deploying, and maintaining business critical systems in the area of technical expertise including hands on solution development and implementation experience;
- Team Player with proven leadership, communication, organizational, and strong interpersonal skills. The role requires significant interaction with many different teams across different support groups within the City;
- Ability to work in a team environment with a can do attitude capable of overcoming difficult challenges;
- Self-motivated, with keen attention to detail and excellent judgment skills;
- Ability to establish new standards for quality, performance or productivity;
- Excellent writing and communication skills, strong communicator with ability to maintain open communication with internal employees, contractors, managers and agencies;
- Ability to integrate and apply feedback in a professional manner;
- Ability to prioritize and drive to results with a high emphasis on quality.

To Apply

Special Note: Taking and passing the Certified IT Administrator (LAN/WAN) civil service exam will be necessary to maintain employment with the City of New York. Filing for this exam is tentatively scheduled for May 2016. Please check the Department of Citywide Administrative Services (DCAS) website (http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml) at that time for important filing information. For more information regarding the civil service process, please visit the DCAS website at: <http://www.nyc.gov/html/dcas/html/work/work.shtml>

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #227337
 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #227337

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
 Department of Information Technology and Telecommunications (DoITT)
 Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
 APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Posting Date: January 11, 2016

Post Until: Filled

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