

# HERKIMER COUNTY JOB OPENING

**Department:** Information Services

**Title:** Senior Systems Administrator  
*Anticipated Permanent Opening, Full Time Position*

**Salary:** \$60,000.00 (2026 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating, and performing the installation, implementation, testing, operation, troubleshooting, security, and maintenance of hardware and software systems. An employee in this class has technical responsibility for the implementation, configuration, integration, administration, maintenance, upgrading, and ongoing support of third-party software applications used throughout the organization. Duties include coordinating with departments, vendors, consultants, and service providers to ensure that third-party systems are properly implemented, maintained, secured, and aligned with operational requirements. The incumbent independently manages complex system administration assignments, including user account administration, system backups, security controls, hardware configurations, software deployment, system monitoring, application integrations, and scripting or programming. An employee in this class may provide technical guidance, training, and work direction to other department staff. The employee works under the general supervision of a higher-level administrator. Does related work as required.

## **MINIMUM QUALIFICATIONS:**

### **Promotion:**

Three (3) years of permanent competitive class status as a Computer Operator or higher-level direct line promotional title.

### **Open Competitive:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science, information technology, data processing, management systems, or related field, and (1) year of experience involving the implementation, configuration, and management of information systems; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in computer science, information technology, data processing, management systems, information resource management, or related field, and three (3) years of experience as defined in (A) above; **OR**
- (C) Five (5) years full time or part-time equivalent experience as defined in (A) above.

## **CONTACT**

for further information: Codey Blowers, Director of Information Services (Technology)  
Herkimer County Information Services (Technology)  
109 Mary Street, Ste. 1204  
Herkimer, NY 13350  
315-867-1218  
**Email Address:** [cblowers@herkimercountyny.gov](mailto:cblowers@herkimercountyny.gov)

Please Post for 10 Working Days (8/5/2026 through 8/18/2026)