

Fulton County Department of Social Services
Announces the Following:

INFORMATION SYSTEMS SPECIALIST

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Department of Social Services

2026 SALARY: \$27.86 per hour

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Assists the Information Systems Coordinator with diagnosing and resolving Local Area Network and Wide Area Network operating system and hardware and software problems;
Performs routine maintenance of computers and peripheral equipment, upgrades computer hardware and/or software as needed and coordinates repairs of computers and peripheral equipment;
Installs and maintains software on servers and computer workstations;
Installs and maintains ink jet, dot matrix and laser printers and printer components;
Provides support and maintenance of Local Area Networks (LAN) for state and local systems at the Department of Social Services;
Manages databases for data extraction and report generation;
Produces specialized reports and distributes throughout Department of Social Services as appropriate;
Provides technical assistance to data entry staff and/or does data entry on problem cases or on an as needed basis;
Maintains terminal security for all personnel and state & local owned equipment;
Assists with coordinating repairs of state administered Wide Area Networks (WAN) with the New York State Help Desk for problems with network systems;
Trains DSS personnel on the use of office software applications;
Coordinates imaging process to be implemented by DSS including collaborating with department heads to develop priorities for agency records to be imaged and archived.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, computer technology, management information systems, information technology or a closely related field; Or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, management information systems, information technology or a closely related field and two years of experience responsible for network administration, computer systems management and programming, help support, etc.; Or
- (C) Four years of experience responsible for network administration, computer systems management and programming, help support, etc.; Or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Trista Gordon, Commissioner
Fulton County Department of Social Services
P.O. Box 549
Johnstown, NY 12095
They can be found on our website at www.fultoncountyny.gov.