Issued: November 9, 2026

CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021

Announcement of an open competitive examination - Decentralized
Examination #20-265-010

Network Administrator

LAST FILING DATE: December 18, 2026
APPLICATIONS MUST BE POSTMARKED NO LATER THAN: December 18, 2026
Online Questionnaires must be completed by January 8, 2027 (see page 2)

Salary: To be determined by Auburn Enlarged School District contract

MINIMUM QUALIFICATIONS:
Candidates must meet the following requirements on or before the date of the written examination:
A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Computer Science or a closely related field and one (1) year of work experience in network related support activities; or,
B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Computer Science or a closely related field and three (3) years of work experience in network related support activities; or,
C. Five (5) years of work experience in network related support activities; or
D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: Proof of education must accompany your application.

APPLICATION FEE:
The fee of $15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**
Pay online here: https://pay.xpress-pay.com/org/A4565D4541A1475

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

VACANCY:
The eligible list established as a result of this examination will be used to fill any vacancies as they occur in the Auburn Enlarged City School District.

RESIDENCY REQUIREMENT:
School District: Candidates must have been legal residents of New York State for at least 30 days immediately preceding the date of the examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

DISTINGUISHING FEATURES OF THE CLASS:
The work involves responsibility for administering the operation of a wide and/or local area network computer system and providing technical systems support in the development, implementation, maintenance and enhancement of network computer systems, equipment, and software. Under the general supervision of a higher level administrator, an employee in this class performs network system functions which involve adding users; defining, establishing and enforcing security access to data; identifying device and access paths and availability; configuring network hardware; and customizing applications to ensure proper functioning in a network environment. An employee in this class may oversee other technical staff who are involved in network functions. Does related work as required.

SUBJECT OF EXAMINATION:
The examination will consist of a rated evaluation of training and experience to be conducted on the Internet.

Rated Evaluation of Training and Experience
IMPORTANT: The training and experience questionnaire will be conducted on the Internet, at your own computer. Instruction for completing this questionnaire will be sent to all approved candidates after the last filing date.

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

Help Desk
User Support
Network Administration
Data Communications
Telecommunications
Business/Systems Analysis
Web Site Development

SPECIAL REQUIREMENTS FOR APPOINTMENT IN THE SCHOOL DISTRICT:
Per Chapter 180 of the Laws of 2000 and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

RELIGIOUS OBSERVER:
If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):
If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

SPECIAL ACCOMMODATIONS:
If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:
A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:
Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:
In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:
You may apply online here: https://auburn-portal.mycivilservice.com

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed ($1.56 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

APPLICATION FEE WAIVER:
A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

TIME AND PLACE OF EXAMINATION:
Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

John C. Hardy
Christina Tomasso
Steven Rich

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