

Network Engineer

Purpose Statement

The job of Network Engineer is done for the purpose/s of performing a variety of specialized duties involved in the configuration, operation, development, maintenance, and repair of the district's web services, systems management, student information system, and related equipment, hardware, software, databases, and applications; and providing technical information and support to district and site staff.

This job reports to Technology Administrator

Essential Functions

- Collaborates with a variety of internal and external parties (e.g. district personnel, computer technicians, network administrators, users, etc.) for the purpose of providing and/or receiving information to ensure project success.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Maintains network services and equipment (e.g. switches, routers, servers, etc.) for the purpose of meeting district network systems requirements.
- Monitors a variety of computer systems and functions (e.g. database processes, etc.) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- Oversees assigned work activities and/or projects (e.g. upgrades, personnel training, etc.) for the purpose of providing guidance and support to other staff and ensuring completion of projects within established guidelines.
- Participates in meetings, workshops and/or trainings (e.g. conferences, systems webinars, staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs operating systems and network equipment under the guidance of the Network Administrator (e.g. servers, data communications hardware, lines, modems, network devices, switches, routers, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.
- Researches a variety of topics (e.g. trends, hardware, software, etc.) for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff (e.g. need for future upgrades, staff training, etc.) for the purpose of providing information and/or advice regarding active or planned projects.
- Trains other district staff, primarily within the technology area for the purpose of ensuring their ability to use new and/or existing operating systems and application software.

- Troubleshoots under the guidance of the Network and Technology Director, malfunctions of network hardware and/or software applications within the District's local and wide area networks (e.g. servers, network connections, etc.) for the purpose of resolving operational issues and restoring services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

- Experience:** Job related experience within a specialized field is required.
- Education:** Bachelors degree in job-related area.
- Equivalency:** BA, BS degree in related area with increasing levels of job-related experience.

Required Testing

Pre-employment medical physical exam and essential function test (EFT)

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability□

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

R Network Engineer