

## **Network Engineer**

### **Purpose Statement**

The job of Network Engineer is done for the purpose/s of installing, securing, repairing and maintaining district wide LAN, WLAN and WAN applications, file/database and web servers; ensuring data and network security; managing user access and maintaining related records; assisting in overseeing the computer/server room operation and environment; and providing technical support to district and site staff.

This job reports to the Lead Network Engineer

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### **Essential Functions**

- Administers district-wide network services (e.g. DNS, DHCP, etc.) for the purpose of ensuring availability of services to authorized users.
- Coordinates with the Data Infrastructure team (e.g. cabling systems, etc.) for the purpose of ensuring a continual, functioning network.
- Deploy and maintain network upgrades and operations (e.g. server operating systems and software, etc.) for the purpose of ensuring efficient operations.
- Manages servers and applications for emergency responders (e.g. Cisco Call Manager, etc.) for the purpose of ensuring necessary network access to emergency personnel.
- Participates in meetings, workshops and/or trainings (e.g. systems updates, network planning, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, data documentation for current network states, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches trends, products, equipment, tests, 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 and support.
- Supports other department personnel (e.g. Systems Engineers, Applications Engineers, etc.) for the purpose of providing direction and/or solving technical problems.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

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, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; 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; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

### **Equivalency**

#### **Required Testing**

Job-Related Skills Proficiency Test

#### **Certificates**

Network related certifications  
Valid Driver's License & Evidence of Insurability

#### **Continuing Educ./Training**

Maintains Certificates and/or Licenses

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Exempt