

Systems Engineer

Purpose Statement

The job of Systems Engineer is done for the purpose/s of designing, configuring, installing, maintaining, and repairing WAN/LAN subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to the Lead Systems Engineer

Essential Functions

- Administers server operating systems and software in the district data center (e.g. email systems, accounts, print queue, workstation ID, IP assignments, classroom computers, security, etc.) for the purpose of ensuring availability of services to authorized users.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmer analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates all data base activities (e.g. cataloging, file locking, access rights, etc.) for the purpose of monitoring compliance with district policies and security procedures.
- Maintains workstation and server functionality (e.g. install patches and/or upgrades, maintain GHOST server and images; support Active Directory, etc.) for the purpose of ensuring availability of desktop and server functionality for all users.
- Monitors database activities and performance for the purpose of ensuring the security and reliable operation of district databases.
- Monitors a variety of computer systems and functions (e.g. Windows Server, 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. software upgrades, routine systems maintenance, etc.) for the purpose of ensuring completion of projects within established guidelines.
- Participates in on-call rotations for the purpose of ensuring the district-wide systems are monitored at all times.
- 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 (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. equipment needs and costs, scope of software features, etc.) for the purpose of providing information and/or advice regarding active or planned projects.
- Supports on-site network systems (e.g. system software, systems documentation, systems training, etc.) for the purpose of ensuring efficient operations.
- Troubleshoots malfunctions of 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.

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, highly complex, 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 data of varied types and/or purposes; 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 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; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.

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 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.

Working 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 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

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

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Appropriate Technology Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range