



Position Description

Network Engineer

Salary Level: Similar to Act 93

Prepared Date: April 19, 2024

Contract/Benefits: Similar to Act 93

Prepared by: Byron McCook Ed.D, Technology Consultant

Department or Area: Information Technology

Approved By: William Seng, Director of Human Resources

Reports To: Network Manager / Director of Technology

Qualifications:

1. Bachelor's degree in Computer Science or related field, or comparable network engineering experience.
2. Minimum 5 years experience in technology field supporting wide area networks.
3. Excellent communication skills.
4. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
5. Cisco Certified Network Associate (CCNA) certified, CompTIA Network+ Certification, or other network related certification preferred.
6. In depth, hand-on knowledge of the operation, configuration, and maintenance of Cisco Catalyst series enterprise level core routers and network switches released within the last 5 years.
7. Extensive demonstrated knowledge of supporting, maintaining, and configuration of network security firewall systems such as Fortinet (preferred), Cisco, Palo Alto, and Check Point; Content filtering solutions, network defense against malware, viruses, phishing schemes, ransomware, and other threats.
8. Demonstrated knowledge and experience with managing and supporting data backup and recovery systems such as Veeam, Cohesity, Rubrik, Commvault, and Dell.
9. In depth, hands-on knowledge of the operation, configuration, and maintenance for phone systems such as Cisco, Mitel, or NEC; knowledge of IPS and PBX's for analog systems, digital and VOIP phones systems.
10. Working knowledge of the installation, testing and maintenance of network and telephony cabling including copper (CAT 3, 5, 5E, 6, 7) and fiber optic (single mode and multimode) and related copper and fiber optical test equipment.
11. Experience in supporting and configuring wireless enterprise systems such as Cisco and HP/Aruba.
12. In depth, hands-on knowledge of Windows Server 2019 / 2022, Windows 8 – 11 OS, VMWare, HyperV, Nutanix, Cloud connectivity, and Apple OS as related to local and wide area networks supporting Mac, iPhone, iPad, and other iOS devices, server hardware, and voice over IP and SIP telephony operations.
13. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Summary:

To serve as a technical resource for the installation, configuration, and maintenance of School District's network and telephony equipment and the copper/fiber optic cable infrastructure.

Essential Duties and Responsibilities:

1. Ensure network and telephony equipment operability and connectivity.
2. Install, configure, and maintain network and telephony equipment and associated peripherals.
3. Perform network and telephony problem determination and resolution.
4. Install, configure and maintain network and telephony infrastructure cabling.
5. Implement network and telephony equipment security, system / data backups, and network security.
6. Maintain an accurate inventory and system drawings of all network, telephony and cabling equipment and components.
7. Maintain District network and telephony hardware and software standards as set forth in the District's technology plan and by the Director of Technology.
8. Oversee the daily operations of the District's Windows, VMWare, and Apple Xserve servers and applications.
9. Provide stable, secure, and appropriately scaled server environments consistent with the District's service level agreements.
10. Maintain a cooperative working relationship with the members of the Information Technology staff and the District community.
11. Communicate effectively.
12. Perform other tasks and assumes other responsibilities as assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional learning community situations judiciously; Responds to learning community requests for service and assistance; Solicits feedback to improve computer network effectiveness; Meets commitments made to network operations management; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Makes self accessible to principals and staff; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the network engineer is regularly required to talk or hear. The network engineer is frequently required to walk, climb stairs, bend, and lift. The network engineer is required to use hands to fingers or handle documents, equipment, tools, telephone, etc. The manager is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated according to an evaluation procedure based on this job description.

Reviewed and read by: _____ Date: _____
Individual serving in this position