



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Network Operations Engineer

Job Summary:

The Network Operations Engineer is responsible for overseeing and managing all enterprise network operations. Responsible for enterprise network security implementation and enforcement. Monitors network resources (traffic, performance) and keeps updates documentation regularly. Monitors and recommends telecommunications protocols. Manages the GenNET network design configuration and ensures it is compatible with local district and Wide Area Network specifications. Designs and implements network disaster recovery plans.

Essential Duties (May include, but no limited to):

1. Oversees all enterprise network operations.
2. Responsible for network security.
3. Manages the enterprise network, including upgrading routers and firewalls, change control and upgrades.
4. Designs and implements network disaster recovery plans.
5. Creates and maintains network policies and procedures.
6. Ensures change control documentation is complete, accurate and current.
7. Generates weekly and monthly network reports.
8. Monitors and insures network reliability and quality service delivery.
9. Diagnoses and repairs complex problems adversely affecting network performance.
10. Performs network audits of remote field locations.
11. Assists in network acquisition RFP development and assessment.
12. Develops and maintains network related project plans and documentation.
13. Researches and recommends new and emerging network technologies.
14. Consistently models Win-Win leadership.

Other Duties:

1. Assists in providing LAN (district) network support.
2. Assists in the research of equipment and software to solve network problems.
3. Assists with telephone system support.
4. Performs other related duties as assigned.

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Qualifications:

Education:

Associate's degree in networking, computer science or related technical field required. Bachelor's degree preferred. A minimum of eight (8) years documented, successful work experience in Wide Area Network management may be considered as satisfying the degree requirement. Cisco Certified Network Engineer (CCNE) or equivalent preferred.

Experience:

Minimum three years documented experience in enterprise level Wide Area Network management required. Experience in an education environment desirable.

Skills/Other:

Demonstrable work experience working with VPN's, firewalls and router security required. Must be able to utilize a wide range of WAN technologies such as IP, IPX, OSPF, RIP and Ethernet. Must have demonstrated problem resolution skills in a complex WAN environment. Must have SNMP management background to include SNMP/MIB concepts. Ability to adapt to changing priorities and to assimilate new knowledge quickly and effectively in order to incorporate the products and outgrowths of evolving technologies. Ability to utilize district technology and work to maintain proficiency, as required skills sets change with technology and/or the needs of the district. Ability to manage and document multiple projects. Must demonstrate strong written, verbal, and electronic communication skills. Strong teamwork, interpersonal communication and problem-solving skills. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position and the ability to travel as needed. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Demonstrate honesty, integrity, and professionalism at all times. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Special Job Considerations:

Certification: Desired

Type of Certification: CCNE or equivalent

Bargaining Unit:

Salary Schedule: Supervisory and Technology Specialist Salary Schedule

Immediate Supervisor: Technical Services Administrator

Supervision:

Date: May 15, 2003; September 30, 2005; December 20, 2005; March 26, 2008; January 30, 2017; January 24, 2022

Approved:

KPM: og

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