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|  | **JOB TITLE** | NETWORK ENGINEER |
| **REPORTS TO** | CHIEF INFORMATION OFFICER |
| **SALARY SCHEDULE/GRADE** | TECHNOLOGY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7516 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree from an accredited institution, including emphasis in computer science, information technology, business management, or a closely related field. |
| Four years of responsible information services and technology management experience. |

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| **POSITION SUMMARY** |
| Design, implement and maintain the information technology infrastructure; maintain the database dictionary, applications software and develop technical training; control data security and integrity; control the installation and maintenance of mainframe software; serve as a backup for server infrastructure support when necessary. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Install and maintain district switches, routers, wireless infrastructure, phone equipment and other related network gear. |
| Troubleshoot all network connectivity issues includes LAN, WAN and data/voice circuits. |
| Maintain documentation on network infrastructure including circuit IDs and support contacts. |
| Open tickets with appropriate carriers to resolve connectivity issues. |
| Configure and maintain regular backups for all networking equipment including district phone system. |
| Respond to alerts after hours when required. |
| Ensure that networking/server infrastructure is being properly maintained and monitored. |
| Provide help desk support for district users in a variety of technology matters. |
| Research and evaluate hardware and software for District purchase; interact with vendors to research and negotiate pricing of information technology equipment and supplies. |
| Manage and maintain UPS devices. |
| Participate in the maintenance and repair of District technology devices and equipment. |
| Collaborates with administrators at assigned locations regarding site technology matters including but not limited to budget, tickets, beginning and end of the year preparations and state of technology in the building. |
| Oversee student help desks at assigned locations. |
| Lead Student Technology Workers at assigned locations. |
| Observe legal and defensive driving practices. |
| Keep company vehicle clean and presentable, track service needs and report to Transportation Director. |
| Perform other duties as assigned by the Chief Information Officer or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| DHCP and DNS. |
| Vlans and various routing concepts. |
| Managing wireless in an enterprise setting. |
| Creating, backing up and maintaining switch configurations. |
| Configuring enterprise level phone systems. |
| Basic understanding of Active Directory. |
| Basic understanding of server/desktop operating systems. |
| Ability to prioritize help desk tickets. |
| Strong communication and organization skills. |
| Radius servers and network authentication. |
| Basic understanding of server virtualization technologies. |
| Basic understanding of G Suite for Education. |
| Ability to run and test network cables. |
| Device repair including end user devices. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires bending, squatting, crawling, climbing, and, reaching. |
| Must have an adequate range of motion in the upper extremities. |
| Persons performing service in this position classification will exert 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. |
| Requires the ability to communicate effectively using speech, vision and hearing. |