

JOB TITLE: SYSTEMS ENGINEER**BASIC FUNCTION**

Under the direction of the Director of Technology, or his/her designated Administrator designs, installs, maintains and troubleshoots-a variety of technologies in order to support the District's information technology infrastructure, responsible for server hardware, storage systems, server virtualization, active directory services, data center security and business applications such as email services and file servers.

ESSENTIAL JOB FUNCTIONS

- Designs, installs, maintains and troubleshoots a variety of technologies in order to support the District's information technology infrastructure
- Sets up administrator and service accounts, maintains system documentation, tunes system performance, installs system wide software and allocates mass storage space
- Troubleshoots failures of site infrastructure systems, provides engineering analysis, recommends corrective actions, coordinates a response, and returns the system to proper functionality
- Participates in active directory administration of migrations, group policies, accounts, and security permissions
- Changes control and patch management, assigned computer operating system server update services, administration and troubleshooting of assigned computer operating system servers
- Manages a complex virtualized environment: Including server, networking, and desktop infrastructures
- Maintains large storage area network (SAN) for server and end user accessibility and reliability
- Maintains systems availability to users through daily monitoring
- Provides technical guidance and operational support in implementation and use of software applications, provides assistance and guidance necessary to meet business needs including identifying data sources and structures
- Researches, evaluates and recommends hardware/software solutions to ensure effective systems operations, develops and provides set-up specifications and parameters in the development of interfaces and other automated processes, develops specifications for systems modifications, corrections and testing of these systems prior to implementation
- Coordinates the installation of new modules, tools, and related items as assigned
- Develops, implements and monitors the security plan encompassing network security, operating systems security, file system security and applications security to ensure integrity in operations
- Serves as a liaison and resource to other District departments and schools
- Installs assigned computer programs and software as needed
- Serve as liaison with outside contractors and vendors as assigned
- Plan, organize and conduct orientation and training programs in the use of computer hardware and commonly used software applications as assigned
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- Serves as a resource to appropriate committees
- Participates in training as required for job-related duties

- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skills to:

- Utilize a variety of tools and equipment necessary to perform duties
- Test computer hardware, network equipment and/or software applications
- Install, maintain and repair various types of computer related and data network systems

Knowledge of:

- Assigned computer operating system server systems
- Active Directory Architecture
- Storage, network, server, and desktop virtualization
- Basic methods, procedures, techniques, materials and equipment utilized in the installation, repair and maintenance of computer hardware and data networks
- District policies, legal mandates and codes pertaining to the inspection, repair and maintenance of data networks and computer hardware
- Safe working methods and procedures

Ability to:

- Maintain simple records
- Prepare complete and concise reports
- Analyze and develop solutions for systems problems
- Read, understand, interpret and apply complex written instructions and information
- Apply knowledge of computer hardware, software and network systems to a wide variety of management and user service requests
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships with others
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work accordingly
- Prioritize and identify needs and solve problems independently
- Suggest and implement procedural improvements to supervisor
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism
- Keep the needs of customers a top priority

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary

work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

- Climbing ladders and stairs
- Reaching overhead, above the shoulders or horizontally
- Walking and standing for extended periods of time
- Manual dexterity to operate equipment, use tools and equipment
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two years of job related network operations or related experience in systems administration.

Education:

A Bachelor’s degree is required. A major in computer science, information science, or related engineering field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Valid California Class C driver’s license

CONDITION OF EMPLOYMENT

- Insurability by the District’s liability insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law