

JOB TITLE: NETWORK ENGINEER**BASIC FUNCTION**

Under the direction of the Director of Technology, or his/her designated Administrator designs, develops, implements, and maintains the Districts local area network (LAN) and wide area network (WAN) and related network operations, assure access and network connectivity with local and remote sites, District, and the internet and intranet, assure network security and network monitoring.

ESSENTIAL JOB FUNCTIONS

- Plans, designs, develops, implements and maintains local and wide area network operations and enterprise servers, assures complete and accurate backup of system data and make corrections as necessary
- Establish protocols and procedural controls for operation of the local and wide area networks and enterprise servers
- Maintains responsibility for network security including user access and authentication, network monitoring and directing local and wide area network traffic, intrusion detection, and data integrity of WVUSD information systems
- Provides technical communications assistance to various District employees and departments by researching and evaluating network related software and hardware to determine their utility in WVUSD local area networks and wide area networks
- Determines the configuration of existing or anticipated network equipment and servers during the planning, installation, and maintenance of network applications
- Research and explore new technology to enhance the network, services and stability
- Reviews hardware and software packages for suitability, cost and ease of use, assures compatibility with existing systems and applicability to WVUSD systems
- Assists in research and implementation of new applications to improve network efficiency, reduce costs and simplify network use for the end users
- Builds new network servers and rebuild old network servers for new uses
- Plans and develops the enterprise-wide network including installation, setup and maintenance of hubs, routers and switches, serves as primary administrator of web, file, e-mail, domain name and other enterprise servers
- Reviews system logs daily, address warning or error alerts to assure proper and effective implementation of new servers, applications and systems
- Tests and installs LAN/WAN cabling
- Develops written system policies and procedures, assures system and security of data, equipment and facilities, provides network training to WVUSD and District Information Technology staff
- Assures the proper and effective implementation of network related systems, develops system test plans, checks the accuracy and completeness of system results
- Prepares time and cost estimates related to the development, modification, and implementation of new or existing network related systems
- Coordinates assigned projects with other WVUSD and District Information Technology staff, provides technical information to Districts as needed

- Document, report and follow-up with software and hardware vendors regarding maintenance agreements, software and hardware upgrades, and problems with and enhancements or modifications to their products
- Tests, evaluates and reviews new hardware technology, recommends new systems and upgrades
- Performs system management functions, add users, groups, accounts, peripherals, software upgrades and network privileges and permissions according to established rules and regulations
- Attends and participates in staff meetings and in-services activities, attends workshops, conferences, and classes to increase professional knowledge, maintains current knowledge of new technologies and software
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Independently set up and operate microcomputer systems and peripheral equipment
- Operate a variety of highly technical network and PC computer equipment and related peripheral equipment
- Identify, analyze, and resolve network and PC computer systems and software malfunctions and procedural problems

Knowledge of:

- Principles and techniques of local and wide area network design, management, and maintenance
- Server design, building, and maintenance, including web, e-mail, database and other enterprise applications
- Network hardware and software maintenance and programming including network routers, network switches and hubs
- Data processing operations, services and terminology
- Proper use and operation of data processing and computer networking equipment, software and system applications, including software licensing
- Data communication systems and protocols including TCP/IP

Ability to:

- Learn the functions and limitations of assigned duties
- Read, interpret, and apply concepts of complex technical publications, manuals and other documents
- Communicate data processing procedures and requirements to users
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

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 experience in enterprise related network and server operations.

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