

**NETWORK ENGINEER**

**JOB SUMMARY**

Under general direction of the Information Systems Director, plan, organize, coordinate, and supervise the communication network and operational aspects of the information services of the district. Responsible for the technical repairs, maintenance, and service of all information systems equipment and other network maintenance applications throughout the district. Provide technical support for district computer and computer related equipment. Participate in the planning, purchasing, installation, and servicing of such equipment.

**TYPICAL DUTIES**

Supervises maintenance of the information and network systems, including planning, coordinating, dispatching, and may supervise Information System Technicians. Analyze network and other system hardware problems and coordinate their remedy. Provide technical support and troubleshooting to wide-area network issues, including telecommunications and end-user problem relating to the network (i.e., e-mail problems, Internet access problems, etc). Work with supervisors and administrators to determine network growth, use, and maintenance. Review proposed hardware and networking revisions and advise on same. Monitor progress and prepare reporting on network and operations status. Assure maintenance of information system equipment using both in-house personnel and with outside vendors. Coordinate Information System operations with schools, departments, and outside agencies. Ensure availability of necessary supplies, materials, and equipment to provide quality system support. Conduct formal training on diverse technological subjects for both Information System Department personnel and other district users, including training for backup procedures and other network maintenance applications. Direct the planning, design, and installation of new computer equipment and networks. Install network operating system and application software, perform upgrades for same. Develop/review procedures and system controls to achieve maximum efficiency and security. Supervise, train, and evaluate personnel. Work with school site instructional staff to support their network needs in the classroom and computer labs. Perform other job related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and or experience which demonstrates ability to perform the required duties. A typical qualifying background would include completion of a bachelor of arts/science degree in a computer related discipline or equivalent experience and training and/or three or more years experience in the maintenance and installation of networked microcomputer systems in a Novell environment with emphasis on PCs and compatibles. Certification as a Network Engineer (CNE) highly desirable.

**Knowledge of:**

Principles, capabilities, and operation of microcomputers and related equipment. Techniques to support and troubleshoot network devices such as bridges, routers, communications servers, switches, and varying network protocols, to include SMTP, TCP/IP, IPX, SPX, DECNET, and Appletalk. Integrating information transfer, sharing, and communications among differing computer systems. Various hardware platforms. Supporting and troubleshooting operating

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systems and devices on file services, Microsoft platforms, Macintosh and Windows workstations.

#### **Ability to:**

Communicate effectively (orally and written) with individuals and groups. Teach computer skills to others. Troubleshoot operating systems and file servers, etc. Analyze data to identify software and hardware problems. Effectively use manuals to solve problems. Communicate effectively with software/hardware vendors to identify and resolve problems. Obtain price quotes, make comparisons and informed specification decisions. Demonstrate physical ability sufficient enough to lift computer equipment (computers, monitors, printers, etc.).

#### **LICENSE**

Must possess a valid California driver's license and maintain qualification for district vehicle insurance coverage. Some positions may require using a personal vehicle to perform job responsibilities.

#### **PHYSICAL ABILITY**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop; kneel; crouch or crawl; and talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.