

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: November 14, 2007  
Salary Schedule: 20; Row: 42

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.
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### JOB TITLE:    **NETWORK ENGINEER**

JOB PURPOSE STATEMENT: Under the direction and supervision of the Director of Technology, performs a variety of technical duties involved in the design, installation, configuration, and maintenance of the District's wide area network (WAN) and local area networks (LANs); resolves network related problems; documents network hardware and software; assists in the development of policy for network and computer systems use; and works with staff in the development of hardware and software standards.

### JOB FUNCTIONS:

- Monitors and upgrades the District network to ensure that operating systems are functioning to their fullest potential
- Researches, drafts, and assists in the design of plans for District WAN and LANs which may carry data, voice, and video communications
- Oversees the development of internet and intranet networking services, including internet access, e-mail, domain name services, IP addressing, subnet masking
- Provides security for all servers, routers, switches and other systems
- Maintains and verifies the installation of firewalls and other security measures
- Maintains accurate documentation of installed network hardware and software, including versions, licensing, and upgrade logs
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information in an effective manner
- Identifies and evaluates new technologies and their potential use within the District
- Develops schedules for the maintenance, operations, and upgrade of the District's networking hardware and software

JOB TITLE: NETWORK ENGINEER

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JOB FUNCTIONS – continued

- Develops and maintains a budget for the replacement cycle of file servers and other equipment throughout the District as needed
- Maintains, evaluates, and monitors District-wide backup systems
- Administers Web based applications, including district web servers, hosted applications, and district web site
- Administers Help Desk to ensure the phones are covered during regular hours and that site visits are accomplished efficiently, and prioritizes and assigns in-coming trouble tickets
- May instruct other personnel in the use of hardware and software
- Participates in District in-service programs
- Maintains current knowledge of networking technology and industry standards and trends
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Knows switching and routing network equipment
- Knows Network Directory Structure and Management
- Knows Enterprise Email Systems
- Knows TCP/IP protocols and internet addressing
- Knows network maintenance
- Knows Telephony
- Knows basic scripting and programming
- Knows Frame-relay, ATM, Point-to-Point, and other WAN connections
- Knows Microcomputer hardware and software applications
- Knows reporting procedures, record-keeping, and report generation

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JOB FUNCTIONS – continued

- Knows applicable types of cabling, hubs/switches, routers, proxy servers, and network design
- Knows correct English, grammar, spelling, vocabulary, and math
- Knows District policies, rules and regulations pertaining to assigned area
- Operates computers, computer peripherals and standard office equipment
- Installs software and provides basic instructions on its use
- Reads, comprehends, and applies complex instructions and technical literature
- Trains or assists in providing training to users in the District
- Provides technical assistance
- Generates and maintains records as they pertain to their duties and assignments
- Uses error-checking methods and high-level troubleshooting skills to identify and solve networking problems
- Works effectively with minimal supervision
- Understands and follows oral and written instructions related to complex technical matters
- Communicates effectively both orally and in writing
- Works effectively under pressure in a fast-paced environment and under strict deadlines
- Makes mathematical calculations with accuracy
- Works efficiently with frequent interruptions
- Schedules and performs work to meet established timelines
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs related duties as assigned or needed

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PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (25 pounds), carry (25 pounds), push/pull (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- Microsoft Active Directory, Exchange, and Cisco certification or equivalent experience
- Any combination equivalent to: two (2) years of college-level course work in computer technology and three (3) years experience working with complex multi-vendor networks. Knowledge of principles, practices, design, configuration, installation, and maintenance of network equipment, including servers, routers, switches, hubs, cabling, interface cards, and basic telephony

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.