PERRIS UNION HIGH SCHOOL DISTRICT

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 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 website

- 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

- Knows applicable types of cabling, hubs/switches, routers, proxy servers, and network design

- Knows correct English, grammar, spelling, vocabulary, and math

JOB FUNCTIONS – continued

- 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

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)

PHYSICAL ABILITIES:

- 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