

NETWORK ENGINEERDEFINITION

Under supervision of the Director of Technology and Information Systems, plans, organizes, coordinates, and supervises the communication network and operational aspects of the information services of the District; is responsible for the technical repairs, maintenance and service of all information systems equipment and other network maintenance applications throughout the District; provides technical support for district computer and computer related equipment; is involved in the planning, purchasing, installation and servicing of such equipment.

ESSENTIAL FUNCTIONS

Supervises maintenance of the information and network system including dispatch and direction of Technology and Information System Specialists.

Analyzes network and other system hardware problems and coordinates their remedy.

Provides technical support and troubleshooting to wide-area network issues, including telecommunications and end-user problems relating to the network (e.g. E-mail problems, Internet access problems, etc.)

Works with supervisors and administrators to determine network growth, use, and maintenance.

Reviews proposed hardware and networking revisions and advises on same.

Monitors progress and prepares reporting on network and operations status.

Assures maintenance of IT equipment using both in-house personnel and outside vendors.

Coordinates IT operations with schools, departments, and outside agencies.

Ensures availability of necessary supplies, materials, and equipment to provide quality system support.

Conducts formal training on diverse technological subjects for both IT personnel and other District users including training for backup procedures and other network maintenance applications.

Directs the planning, design, and installation of new computer equipment and networks.

Installs network operating system and application software, performs upgrades for same.

Develops/reviews procedures and system controls to achieve maximum efficiency and security.

Works with school site instructional staff to support their network needs in the classroom and computer labs.

Other duties as are reasonably related to the position.

QUALIFICATIONS:Knowledge of:

Principles, capabilities and operation of microcomputers and related equipment; various hardware platforms; operating systems (minimum requirements: Windows 3.1x, Windows 9x; some experience preferred in Windows NT, MacOS, Unix), applications and application suites; local and wide area network technologies with clear understanding of the DOS/Windows, NetWare 3.1x, 4.1x, and 5.x, and Windows NT platforms.

Ability to:

Communicate effectively (orally and written) with individuals and groups; teach computer skills to others; work cooperatively with others and gain their respect and confidence; 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; physical ability sufficient enough to lift computer equipment (computers, monitors, printers).

NETWORK ENGINEER (continued)

QUALIFICATIONS (continued)

Education and Experience:

Completion of a Bachelor of Arts/Science degree in a computer related discipline or equivalent experience and training, or successful completion of a computer operations course in a private or technical school, which includes a combination of instruction and operation totaling 200 hours, with emphasis on the above qualifications.

Minimum three 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.

This experience must demonstrate both advanced computer skills and customer relations skills with the ability to provide user support and technical assistance.

License:

Possession of a valid California driver's license and insurance. This position requires the use of the employee's personal vehicle.

Approved: 9/16/99