

CLASSIFICATION DESCRIPTION

TITLE: Network Engineer I

<p><u>Title of Immediate Supervisor:</u></p> <p>Manager of Technology</p>	<p><u>Department:</u></p> <p>Technology</p>	<p><u>FLSA Status:</u></p> <p>Exempt</p>
<p><u>Accountable For (Job Titles):</u></p>	<p>Updated: July 1, 2015</p>	<p><u>Pay Grade Assignment:</u></p> <p>Non-Certified Business Division, Administrators' Association, Pay Class VIII</p>

<p>General Summary or Purpose Of Job:</p> <p>Support of ISD 709 network infrastructure, including LAN/WAN, Internet and security . This responsibility includes maintaining and supporting the district data, voice and video systems to support curriculum and administrative requirements. Provides assistance to ISD 709 staff with technology problems requiring expert troubleshooting and problem analysis in the network infrastructure area. Provides monthly summary reports that would identify systems status, failures, deficiencies, and potential system issues.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties and frequencies are a representative sample; position assignments may vary.)	FREQUENCY
1.	Support and maintain the operations of the district's network infrastructure systems, including security, data, voice, and video cabling. Troubleshoots and resolves problems within the District's network infrastructure systems. Designs and implements solutions to ensure a minimum delay and maximum support to curriculum and administration systems for employees using these systems.	Daily 30%
2.	Acts as a technical expert to assist district employees and technical support staff with complex network problems. Handles difficult and complex network problems that cannot be resolved by other departmental technical support staff. Develops monthly summary reports that will track system reliability that are used to identify problems and prevent system failures.	Daily 25%
3.	Ensures that quality service, with an emphasis on customer satisfaction, is provided to district employees using the network infrastructure and system devices.	Daily 15%
4.	Review and utilizes systems to monitor, maintain, and identify potential issues in the design and reliability of the network infrastructure and attached system.	Daily 5%

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5.	Assists the Technology Manager with project management. Performs other related district technology duties as needed/required.	Weekly 15%
6.	Researches and maintains knowledge of current network and end user device technologies to ensure district awareness of state of the art software and hardware.	Weekly 10%
7.	Assists in the reviews, tests and determines technology systems and network hardware/software components meet standards for quality and network compatibility. Assists in recommendations for purchase or to be placed on approved standards list for purchasing by the district.	Monthly 5%
8.	Review and makes recommendations for effective and efficient district technology related system improvements.	Monthly 5%
9.	Prepare written monthly report that will identify major network systems and track status, failures and potential system issues.	Monthly 5%
10.	Assists the Technology Manager with planning and budgeting for future acquisitions and upgrades to equipment and software. The TCO and ROI models will be used to support changes or purchase of new systems and equipment.	Monthly 5%
11.	Assists the Technology Manager with technical specifications (BID's) and requests for proposals (RFP's). Reviews bids and proposals and help makes recommendations for vendor selection.	Monthly 5%
12.	Assists the Technology Manager with the development of District Technology Plan, Disaster Recovery Plan (DRP), E-Rate, Telecommunication Equity Aid as well as technology grants/funding.	Quarterly 5%

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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Bachelor's degree (B.S. or B.A.) from a four-year College or University in Computer Science, MIS, Business Technology or two year Trade/Vocational School certification/degree in Networking/Technology or the equivalent work experience in a Network Support position in a small to medium size company plus one or more of the following Cisco Certifications (CCNA Routing and Switching, CCNA Voice, CCNA Wireless or CCNP in these areas)
- Experience supporting Cisco Infrastructure (switches, wireless, etc.)
- Must have valid driver's license

Desirable Qualifications:

- Two or more of the following Cisco Certifications (CCNA Routing and Switching, CCNA Voice, CCNA Wireless or CCNP in these areas)
- Two plus years supporting Cisco Telephony/VoIP
- Two plus years supporting Cisco Emergency Responder/E911
- Two plus years supporting Cisco UCS Server/System
- Prior K12 work experience

Certification or Licensing Requirements_(prior to job entry):

- Cisco Certification CCNA or CCNP (Preferred)
- Must have valid driver's license

Knowledge Requirements:

Requires knowledge of:

- How to be a team player
- Strong communication and listening skills
- Excellent interpersonal skills, both oral and written
- Demonstrate leadership ability
- Ability to manage projects
- Ability to manage/supervise a team
- Proven leadership ability in a dynamic complex technical environment
- Ability to communicate to management and vendor personnel regarding technical issues
- Experience supporting Cisco Infrastructure (switches, wireless, etc.)

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Skill Requirements:

Skilled in:

- Team player
- Strong customer service and communication skills
- Strong listening and communication skills
- Excellent interpersonal skills, both oral and written
- Demonstrate leadership ability
- Ability to manage/supervise a team
- Strong Technical troubleshooting skills
- Proven leadership ability in a dynamic complex technical environment
- Ability to manage projects
- Technical writing and documentation
- Ability to communicate to management and vendor personnel regarding technical issues
- Experience supporting Cisco Infrastructure (switches, wireless, etc.)

Physical Requirements:

Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		☞		
Walk			☞	
Sit			☞	
Use hands dexterously (use fingers to handle, feel)				☞
Reach with hands and arms		☞		
Climb or balance		☞		
Stoop/kneel/crouch or crawl		☞		
Talk and hear			☞	
Taste and smell	☞			
Lift & Carry: Up to 10 lbs.		☞		
Up to 25 lbs.		☞		
Up to 50 lbs.		☞		
Up to 100 lbs.	☞			
More than 100 lbs.	☞			
General Environmental Conditions: Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. General Physical Conditions: Light work mostly with month IT equipment installation and setup.				

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<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	<input type="checkbox"/>	
Close Vision (20 in. of less)	<input type="checkbox"/>	
Distance Vision (20 ft. of more)		
Color Vision	<input type="checkbox"/>	
Depth Perception		
Peripheral Vision		

Job Classification History: Revised: 6/24/15