NETWORK ENGINEER
40 Hours/Week - 12 Months Year

DEFINITION
Under the direction of an assigned supervisor, organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems for the Martinez Unified School District and remote sites; oversee and participate in the planning, design, set-up, development and modification of computer and network systems.

EXAMPLE OF DUTIES
ESSENTIAL DUTIES: Organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems for the District Office and school sites; prioritize installation, maintenance and repair needs, coordinate assignments and establish timelines; assure network services are available including internet access, e-mail systems, phones, cameras, printing and network sharing.

Oversee and participate in the planning, design, setup, development and modification of computer and network systems; supervise and participate in the design, installation, operation, maintenance and repair of Local Area Networks (LANs) and Wide Area Networks (WANs); assure proper installation of server and workstation software and test applications to assure proper operation.

Oversee and participate in the installation, configuration, upgrading and operation of a variety of hardware, software and equipment including cabling, servers, hubs, routers, switches, phones, cameras and applications to enhance and assure proper operation of assigned technology systems.

Provide consultation to schools concerning computer systems, equipment and malfunctions on the phone, in person or through e-mail correspondence; provide technical troubleshooting, determine type of request, diagnose and provide solutions; provide information concerning related practices and procedures.

Assure proper security of the network and computers; plan, install and test security and redundancy for assigned systems; maintain firewall and content filter; assure compliance with back-up procedures for assigned systems. Maintain and update anti-virus systems.

Coordinate communications and information between other departments and schools to meet computer hardware, software, peripheral and network system needs; prepare and distribute related correspondence.

Network Engineer Job Description – Board Approved 4/8/2013
Operate a variety of technical equipment including testers, meters, analyzers and a variety of hand and power tools; drive a vehicle to conduct work.

Prepare and maintain a variety of records and reports related to projects, work orders, equipment, systems, personnel, financial activity and assigned duties; update and maintain databases of equipment and users.

Research and evaluate new technologies for possible implementation within the District Office or school districts; provide technical advice concerning the purchasing and implementation of new technologies.

Oversee inventory functions for assigned technology areas; monitor inventory levels of computer system parts and equipment; order, receive and assure adequate inventory levels of parts and equipment to meet operational needs of the department; oversee the preparation of related purchasing documents.

Monitor and assess assigned technology functions for effectiveness and operational efficiency; provide input concerning the development and implementation of departmental programs, goals, objectives, policies and procedures.

Maintain integration with third-party systems for single sign-on or data exchange such as Google Apps for Education, Parentlink or Lexia.

Attend and conduct a variety of meetings as assigned.

Conduct individual and group training sessions for network and application functions.

OTHER DUTIES: Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

KNOWLEDGE OF: Organization and direction of operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems. Principles, methods and procedures of operating computers, networks and peripheral equipment. Policies and objectives of assigned programs and activities. District Office organization, operations, policies and objectives. System utilities and design and program applications. Proper security of networks including firewalls. Materials, methods and tools used in the operation and repair of computer systems. Principles, theories and techniques of LAN and WAN design. World-Wide WEB technology and application of software required to navigate the Internet. Principles and techniques of systems and network analysis. Computer hardware systems and software applications utilized by the school district. Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Technical aspects of field of specialty.

ABILITY TO: Organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems. Oversee and participate in the planning, design,
setup, development and modification of computer and network systems. Provide consultation to
district personnel and school sites concerning computer systems, equipment and malfunctions.
Prioritize installation, maintenance and repair needs. Supervise and participate in the design,
installation, operation, maintenance and repair of LANs and WANs. Assure proper installation of
server and workstation software. Research and establish communication with existing networks
in the Internet. Setup and maintain single sign-on integration with third-party systems such as
Lexia and Google Apps. Maintain a data management, storage and retrieval system. Oversee
inventory functions for assigned technology areas. Maintain current knowledge of technological
advances in the field. Plan and organize work. Meet schedules and timelines. Work
independently with little direction. Communicate effectively both orally and in writing. Establish
and maintain cooperative and effective working relationships with others. Maintain records and
prepare reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor’s degree in computer science or related field and four
years experience as a network engineer responsible for routine maintenance and troubleshooting
of Novell and Microsoft servers and with local area and wide area networks.

LICENSES AND OTHER REQUIREMENTS

Valid California motor vehicle operator's license required