## JOB DESCRIPTION

DEPARTMENT: ASSESSMENT, TECHNOLOGY AND

INFORMATION SERVICES

JOB TITLE: NETWORK ENGINEER

261 Day Employment Contract; Rider #3

**REQUIREMENTS:** 

A. Education Level: Bachelor's degree or 2 year technical/associates

Degree in Network Administration.

**B.** Experience Desired: Five years of experience in network and workstation

administration or any such combination of education,

experience, and training as may be acceptable.

**C. Physical Requirements:** The ability to lift and move equipment up to 40 pounds

is required. Hand-eye, mind-eye coordination,

hearing; walking and driving are required. Repetitive motions with wrists, hands and fingers are frequently required as well as keyboarding, lifting, standing and

grasping.

**D.** Other Requirements: Valid South Dakota Drivers License.

Experience with installation, functions, configuration

and capabilities of workstation and network operating

systems. Day to day use of network operating systems; Microsoft Windows Server, and. VMware. Familiarity with communication protocols; FTP, SNMP, TCP/IP, Ethernet. Proficient use of network management software, research techniques, methods,

and procedures and Microsoft Office products.

**REPORTS TO:** Director of Assessment, Technology and Information

Services

RECEIVES GUIDANCE

Director of Assessment, Technology and Information

FROM: Services

**DATE:** February 2014

## **ESSENTIAL FUNCTIONS AND DUTIES:**

- 1. Researches, develops, and manages the design, specification, configuration, installation, and maintenance of the local and wide area network.
- 2. Directs work assignments and training for Building Computer Specialists.
- 3. Plans, develops, and implements system security, standards, contingency plans, internal control procedures, and the design of system configurations.

- 4. Leads the evaluation of new technological developments and vendor products as required to meet the District's goals.
- 5. Collects, analyzes, and monitors network utilization for planning and development solutions.
- 6. Design, setup and configure complex switching environments.
- 7. Maintain a thorough understanding of the basics behind the internet and its workings [dns, security, ip routing, http, vpn, email routing, spam, etc].
- 8. Configure and setup firewalls, vpn concentrators and security appliances for access to vital applications.
- 9. Design, setup and configure complex wireless networking that supports open or secured access and the ability to support video applications.
- 10. Design and configure multi-server environments including ip address schemes, dhcp,dns, wins, etc.
- 11. Configuring and installing client and server network software for upgrading and maintaining network systems.
- 12. Maintaining multi-site network operations and software applications, central backup validity, operating systems and regular maintenance.
- 13. Managing assigned projects and program components to deliver services in accordance with established objectives.
- 14. Responding to inquiries from staff, administrators, service providers, site personnel and outside vendors to provide technical assistance and support.
- 15. Supervising the administration of systems and servers related network to ensure availability of services to authorized users.
- 16. Troubleshooting malfunctions of network hardware and software applications. telephones and security systems to resolve operational issues and restore services.

WORKING	CONDITIONS:
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	-	a network disaster recovery ies as assigned by supervis	y planning and implementa or.	tion.		
WO A. B.	Climatic Enviro	$\underline{\mathbf{Outside}}$	Both XXX e environment.			
<b>C</b> .	. Hazards: For some buildings, stairs and exposure to communicable diseases may be a potential hazard. Travel between locations will cause exposure to hazardous driving and walking conditions.					
		erstand this job descrip with or without reasonal	tion and can fulfill the es ble accommodation.	ssential		
$\overline{ ext{Sig}}$	nature		Date			
Pri	nt Name					