

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 FROM: Director of Assessment, Technology and Information 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.

