

POSITION DESCRIPTION

TITLE:	Network Engineer	SUPERVISOR:	Network Manager
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Non-Affiliated

I. **Accountability Objectives:**

Evaluate network technical problems, including software and hardware; modify and maintain group and directory structures on file servers; assist users with day-to-day problems; provide support for approved application software; and provide network support for work stations, file servers, and printers. Provide planning design, support, and consultation for the wide area network (WANs).

II. **Position Characteristics:**

Salary: Set annually by Board of Education
Length of Contract: 12 Months

III. **Position Relationships:**

Supervisor: Network Manager
Coordinates with: Building Staff, District Staff
Type of Coordination: As directed by administration
Supervises: None

IV. **Position Qualifications:**

A. Required Qualifications:

Bachelor's degree in related field. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B. Desired Qualifications:

1. Microsoft Certified System Engineer (MCP or MCSA may be accepted) or acceptable experience
2. A+ Certification desired
3. Cisco CCNA Certification or acceptable experience
4. 3 years of work experience in Networking
5. 2 years of work experience in Microsoft Networking (NT 4.0 and above)
6. 2 years of work experience in the support and maintenance of hardware
7. Experience with Unix
8. Experience with a SQL based database
9. Demonstrated experience in direct user support
10. Demonstrated experience as a senior level technician supporting other technicians

C. Special Requirements:

1. Skills, Knowledge and Equipment
 - a. Knowledge of and skill with microcomputer hardware, hardware repair and installation, PC operating systems, network analysis/management tools, software and design, network project management, network troubleshooting, Windows 7, 2003 WinXP, Internet technologies and some Unix.

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- b. Requires detailed analysis and application of technical and professional knowledge to analyze evaluate, and manage network hardware, software, and availability. Ensure systems are reliable and provide timely resolution of technical problems.
2. Educational Delivery: Support central networks to ensure availability throughout the district. Provide support services for educational and network technology. Provide direct services for implementation and support of LANs and WANs and disaster recovery. Provide technical support to other technical support personnel. The majority of time is not spent on the school site.
3. Complexity of Work: Technical and analytical skills are required to troubleshoot hardware, software, and network operating systems. Communication skills are required to discuss issues with clients. Respond independently to technical support requests, and make recommendations on hardware and software purchases.
4. Technical Skills: Experience in managing a PC-based Windows 7, 2003/WinXP LAN (including installing Windows 7, 2003/WinXP, writing shell scripts, and setting up menu systems), experience using Network Manager Software, experience with Ethernet and TCP/IP. Experience in Windows-2000/2003/2008 Active Directory and group policy experience integration highly desirable. Experience with the use of network analysis tools (hardware and software). Experience with multi-protocol routing.

V. Position Responsibilities:

- A. Major Duties: The duties include installing and maintaining network operating systems, software and drivers, setting up menu systems, and user accounts, configuring workstations hardware and software for network operation, installing applications software on servers, maintaining LAN/WAN interoperability; coordinating transitions to new software versions with departmental and school users, coordinating district network problem resolution with staff and LAN problem resolution with IT (Information Technology) staff, performing weekly server backups, troubleshooting problems, tuning operational systems in response to new usage patterns and applications; and recommending network enhancements based on both new industry developments and local user needs. Will maintain LAN addressed addressing schemes, and cable plan descriptions for each assigned LAN. Will communicate with hardware and software vendors and technical support staff as needed to maintain optimal network functioning. May be called at night or on weekends to resolve network problems. Will require wearing a pager or a cellular phone.
- B. Occasional Duties: Write special applications programs as required; provide LAN training for departmental and school staff as required; assist in database systems management as required; assist in Unix administration as required.
- C. Application of Knowledge and Skills: The network engineer will be responsible for managing several local area networks, administering a windows networking environment and its connection to the Internet, and promoting LAN/WAN integration with applications. The Network engineer will work with IT staff, schools and departments to develop LAN/WAN plans, will recommend products for purchase, will visit schools and departments to solve LAN/WAN problems, and

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will provide networking expertise to schools and department users. General skills in communication with people are also required. Will be alert to new problem areas and will propose possible environments and solutions.

D. Perform other duties as assigned.

*Eau Claire Area School District
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