EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: **COMPUTER SYSTEMS ENGINEER**

<u>DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES</u>

To plan, design, install and maintain District computer systems; to work with outside vendors and consultants in the development of computer resources; to develop system documentation and user manuals; to assist District and school site staff with the use of computer equipment; to develop standards for use and implementation of District computers; to maintain District servers; and perform related work as required.

<u>SUPERVISOR</u>: Systems & Networking Manager

<u>TYPICAL DUTIES</u>

Installs, configures and upgrades computer hardware and software.

Works with users to identify and resolves complex systems problems.

Performs searches and maintains awareness of hardware and software bugs, patches and fixes.

Develops recommendations on computer use for District Information Systems management.

Obtains information from a variety of sources to resolve user problems.

Designs and implements new hardware and software systems.

Troubleshoots and resolves hardware and software problems.

Develops standards and documentation.

Designs and implements computer security systems.

Designs and implements instructional computer systems.

Configures and implements electronic mail systems.

Provides training for other technicians and office staff.

<u>EMPLOYMENT STANDARDS</u>

Knowledge of:

- Comprehensive knowledge of PC, Macintosh, and Sun hardware and operating and systems software.
- At least four (4) years of experience with Windows 9X, 2000, NT, Solaris, Linux and MacOS.
- At least four (4) years experience with computer diagnostic tools, security detection systems, system measurement, logging and report generation.
- Experience working with users both in teaching and administration.
- Email systems such as Microsoft's exchange and client software Outlook.

Ability to:

- Communicate effectively in both oral and written forms
- Successfully apply technical and specialized knowledge to practical situations
- Quickly identify system problems, secure and diagnose relevant information or information from different sources and determine appropriate action for resolution of problems identified
- Establish and maintain appropriate and up-to-date logs, records, lists, fact sheets and files regarding specialized transactions, procedures, standards and policies
- Prepare a variety of statistical and narrative reports
- Determine computing equipment, programs and materials needed to meet user requests
- Operate a variety of data processing equipment including microcomputers and designated software used to support computer operations
- Perform mathematical calculations
- Accurately plan, organize, and prioritize assigned tasks and functions
- Effectively coordinate and monitor network functions
- Instruct others in the proper use and application of networking equipment and service applications
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

<u>MINIMUM QUALIFICATIONS</u>

Possession of a valid Class 3 California driver's license.

Four (4) years of responsible technical work experience in the installation, maintenance and troubleshooting of computer hardware and software. Experience in data communications, network design and operation. Evidence of successful leadership abilities. Demonstrated ability to communicate and interact effectively with people in a variety of situations. Advanced knowledge of Windows/Mac operating systems and applications.