

## EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: **COMPUTER NETWORK ENGINEER**

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

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

SUPERVISOR: Systems & Networking Manager

### TYPICAL DUTIES

Installs, configures and upgrades network hardware and software.

Works with users to identify and resolve complex system problems.

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

Develops recommendations on network 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 networking problems.

Develops standards and documentation.

Designs and implements network security systems.

Designs and implements instructional network support systems.

Provides training for other technicians and office staff.

## EMPLOYMENT STANDARDS

Knowledge of:

- Comprehensive knowledge of a variety of computer systems, Cisco routers and switches, 3Com routers and switches, HP switches, cabling standards (DS-X, OC-X) and switching and routing Protocols, such as TCP/IP, OSPF, Spanning Tree, BGP, RIP
- At least four (4) years of experience with DNS, DHCP, Cisco, 3Com and HP router and switch configuration
- At least four (4) years experience with automated diagnostic tools, security detection systems, system measurement, logging and report generation
- Experience working with users both in teaching and administration

Ability to:

- Communicate effectively in both oral and written forms
- Successfully apply technical and specialized knowledge to practical situations
- Quickly identify networking 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 networking equipment, programs and materials needed to meet user requests
- Operate a variety of data processing equipment including microcomputers and designated software used to support network 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 working relationships with those in contact during the performance of required duties

## MINIMUM QUALIFICATIONS

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.