



Classified Job Description

CSEA Revised: August 21, 2014
NJUHSD Board Approved: October 8, 2014

Position Title:	NETWORK AND SYSTEMS ENGINEER
Contract Term:	12 months per year
Salary Range:	48

GENERAL DEFINITION:

Responsible for a wide variety of technical duties which include, but are not limited to, analyzing, planning, designing, documenting, implementing, inspecting, testing, troubleshooting, and maintaining all areas of the network infrastructure in relation to video, life safety (e.g. digital clocks, bells, paging, communication), data systems, and applications. This position is the liaison to The Corporation for Education Network Initiatives in California (CENIC) as a node administrator.

UNDER SUPERVISION OF:

Director of Technology and Information Systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Designs, develops, implements, and supports network services and monitoring for network, video, life safety (e.g. digital clocks, bells, paging, communication), and supporting applications.
2. Installs, configures, maintains, upgrades, and troubleshoots servers and server-based district operating systems.
3. Maintains network data communications, hardware, and software configurations.
4. Performs system maintenance, diagnoses system failures, coordinates warranty repair processes, and assists in facilitating recovery.
5. Performs work related assignments at various district sites remotely and on on-site.
6. Provides a positive customer service oriented level of support for clients.
7. Creates, tests, manages, and maintains student and staff user profiles and accounts for directory services;
8. Adheres to and enforces technology policies, rules, and regulations.
9. Leads in the design, development, implementation, maintenance, and management for server virtualization and storage area network technologies.
10. Reviews plans and specifications and prepares technical design and specifications for network processing based on approved requirements.
11. Implements network configuration changes to provide maximum performance and cost efficiency.
12. Designs, installs, configures, maintains, and manages firewall solutions, content filter, wireless, switches, routers, intrusion detection devices, network access control devices, video conferencing/streaming equipment, e-mail and other network services.
13. Manages and monitors network access to support a secure system environment.
14. Leads in the design, development, implementation, maintenance, and management of an IT backup and disaster recovery plan.
15. Prepares ad hoc and recurring management reports.
16. Performs system software updates and maintains system utilities.
17. Prepares or revises complex documentation in non-technical terms for users.
18. Provides technology support, handling inquiries, and making referrals to second-tier support specialists when appropriate.
19. Assists in establishing standards for data communications networks.
20. Establishes and maintains performance evaluation criteria of recommended administrative network hardware and software components.

21. Participates in meetings with vendors regarding information systems acquisitions, compatibility, licensing, and installation.
22. Assists in the development, implementation, modification and evaluation of district technology plan.
23. Participates in the design, installation, configuration, maintenance, and management of ISP services to connecting elementary school districts including WAN connections, email, content filtering, SPAM filtering, email retention services, DNS, and wireless controllers.
24. Provides cross-training to other staff members within the department and conducts internal tech trainings as needed.
25. Participates as the Nevada County CENIC Node administrator and coordinates with CENIC for the installation and maintenance of primary and secondary network connections for Nevada, Placer, and Sierra Counties.
26. Provides secondary support for licensed district software.
27. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus five years of progressively more responsible network and data communications experience, three of which shall have been in network administration. Can demonstrate knowledge of the theory, principles and practices of network engineering design and functional applications for network, data communication, and life safety systems; knowledge of industry-standard network protocols, data communications facilities, systems, interfaces, and federal, state, and local laws, codes, and regulations applicable to communications systems; ability to incorporate state-of-the-art, network management technologies applicable to communications systems operations and transmission to provide maximum performance and efficiency; ability to lead a team; ability to write reports, specifications and contract documents and formulate life cycle projections; exhibits leadership and project management skills for managing large complex projects; ability to communicate effectively, both orally and in writing; and sufficient strength, agility, and dexterity to move computer equipment and perform all required tasks. Possession of a current Cisco and/or other network administration certificate is preferred.

OTHER SKILLS AND ABILITIES:

Ability to operate a computer and related software. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community. Ability to handle a multitude of responsibilities with minimal supervision. Possession of an appropriate, valid motor vehicle operator's license, employee-provided transportation, and proof of insurance are required. Basic computational skills.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to understand and to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must be able to:

- Lift and/or move up to 50 pounds such as technology and networking equipment.
- Push or pull items such as furniture and equipment.
- Interact with other staff members.
- Climb a step stool or ladder and reach above shoulders.
- Sit or stand for extended periods of time.
- Squat, stoop or kneel.
- Reach above the head and reach forward.
- Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
- Frequently bend or twist at the neck and trunk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors in office and school environments and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.