

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Network Engineer **WAGE/HOUR STATUS:** Exempt
REPORTS TO: Director of Technology **PAY GRADE:** 38,000 starting
DEPT./SCHOOL: Technology Department **DATE:** April 10, 2006

DAYS IN CONTRACT: 226

PRIMARY PURPOSE:

Design and administer the District's computer network, Internet, and databases.

QUALIFICATIONS:

Education/Certifications:

High School Diploma or GED
Microsoft, Novell or Cisco Engineer Certification
Additional certifications at administrator level
Multiple additional specialized certifications and/or training

Special Knowledge/Skills:

Engineer level knowledge of installation, administration, and design of network-related equipment and peripherals including but not limited to servers, switches, routers, network printers, network cards, and cabling
Engineer level knowledge of Windows 95/98/2000/XP operating systems and network database applications, including but not limited to A+LS, Compass, Accelerated Reader, RSCCC, Winschool, GroupWise, Trend Micro's antivirus, Veritas backup, Fasttrack, V-Boss, DreamWeaver, IIS and Novell's user database
Effective interpersonal, organizational, and communication skills

Experience:

Engineer level experience administering the above named applications
Engineer level experience administering servers and other network equipment
Engineer level experience designing and administering computer networks
Engineer level experience designing and administering Internet connections
Engineer level experience designing and administering database connections

Phone: (999) 888-7777 Fax: (999) 888-7777
Address Street, City, TX 12345

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MAJOR RESPONSIBILITIES AND DUTIES:

1. Engineer, administer and configure overall Wide-Area-Network for district
2. Engineer, administer and configure network database applications
3. Engineer, administer and configure user access databases
4. Engineer, administer and configure Internet access
5. Engineer, administer and configure servers, routers, switches, network printers and other network equipment as needed
6. Engineer, administer and configure campus and district networks
7. Rotates on-call responsibilities with other network technicians
8. Keep current with technology and network advancements
9. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
10. Keep proper records documenting daily work and inventory changes
11. Organize office and work areas
12. Any additional duties as assigned

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

Physical Demands/Environmental Factors:

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by (supervisor): _____ Date: _____

Reviewed by (employee): _____ Date: _____

Approved by (Human Resources): _____ Date: _____

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