

## **NETWORK SYSTEMS ENGINEER**

### **JOB DESCRIPTION:**

The job of Network Engineer is done for the purpose/s of ensuring the stability and integrity of in-house voice, data, video, and wireless network services. The Network Engineer will oversee and participate with the installation, monitoring, maintenance, support, optimization and documentation of all network hardware, software, and communication links. This includes managing multiple projects, planning network technology roadmaps, and configuring/optimizing network services both internally and those integrated with Internet-based services. The network engineer will also manage the network servers. This includes application, database, web, email, back-up, SAN, VoIP, and other servers. The network engineer will manage and report on customer SLAs and vendor SLAs on the behalf of the District. This individual will also analyze and resolve network/server service problems in a timely and accurate fashion, and provide reports, documentation, and training where required. For the purposes of this document: The term "network" refers to the District LAN, WLAN, WAN, MOE, and related equipment, peripherals, and services.

### **POSITION REQUIREMENTS:**

- Administer systems and servers related to the network for the purpose of ensuring availability of services to authorized users.
  - Align network services for the purpose of following the mission, vision, and values of the District and Department. Conduct research on network/server products, services, standards, and best practices for the purpose of remaining current.
  - Coordinate new construction, remodels, and existing facilities network/server (e.g. servers, switches, WAPs, VoIP appliances, and UPSs) for the purpose of completing designs, planning, purchasing, installation, configuration, maintenance, and testing.
  - Develop and maintain data exchanges (e.g. meta data) for the purpose of ensuring network/server services.
  - Develop and maintain network/server “test environment” for the purpose of having environment for testing purposes. Develop and maintain scripts and utilities for the purpose of automating repetitive routines and administer network/server control systems.
  - Develop, implement, and maintain network/server administrative authorization for the purpose of having policies and procedures.
  - Develop, implement, and maintain the processes and documentation for network/server managements (e.g. asset, capacity, change, configuration, continuity, life cycle, problem, release, vendor, and definitive media library) for the purpose of effective processes.
  - Manage network/server services and documentation (e.g. active directory, back-ups, configuration, customer SLAs, disaster recovery, DNS, email, inventory, IP addressing, logical architecture, network traffic monitoring/shaping, non-technical (end user) training, performance statistics, physical architecture, quality control, remote access, security, service, service architecture, service records, technical training, and vendor SLAs) for the purpose of having effective network/server.
  - Perform e-discovery services (e.g. forensic investigations) for the purpose of investigating issues. Provide and recommend professional development for others and self (e.g. relating to network/server services) for the purpose of updating training.
- Provide excellent customer service onsite and remotely for the purpose of restoring service promptly and to resolve problems.
- Serve as liaison with vendors, outsourcers, and contractors for the purpose of securing products, services, and SLAs.

## **EDUCATION & CERTIFICATION:**

- Bachelor's degree (or equivalent) in computer science or related field and 10+ years' experience in personal computers and local and wide area network systems analysis; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- 5+ years Cisco networking products (IOS, ASA, VPN Configuration, VLAN's), CCNA required, CCNP preferred
- 5+ years Microsoft Windows Server and Active Directory administration, MCSE preferred
- 5+ SAN Administration (EMC, Equallogic)
- 5+ years VMware experience in a High Availability environment with Disaster Recovery, VCP preferred
- 3+ years Hyper V (Virtual server solutions) High Availability environment with Disaster Recovery
- 2+ years Microsoft SQL Server Database support (Configuration and Maintenance)

## **REPORTS TO:**

Director of Technology

## **SUPERVISES:**

Network Systems Administrator

## **JOB SUMMARY:**

**SKILLS** are required to perform multiple, technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications. **KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures.

**ABILITY** is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions. Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**RESPONSIBILITY:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling.

**PERSONAL ATTRIBUTES:**

- Demonstrated Leadership
- Proven ability to identify and diagnose problems related to computer hardware and software and to find effective solutions
- Must be proactive and possess strong interpersonal, communication, and organizational skills
- Must possess excellent writing and verbal presentation skills
- Must be self-motivated
- Ability to quickly acquire an in-depth knowledge of multiple custom applications
- Ability to handle multiple priorities and manage available resources accordingly
- Ability to establish and maintain effective working relationships with other employees, vendors, contractors, and the general public

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*My signature below indicates that I am aware of the responsibilities of this job. I understand that I am required to maintain a high standard of professional conduct and that engagement in any acts that are contrary to the Hinds County School District Board Policy or harmful to the district are grounds for dismissal.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date