Lead Network Engineer

Purpose Statement

The job of Lead Network Engineer is done for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the computer/server room operation and environment; overseeing staff providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to the Manager of Network and Infrastructure

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Essential Functions

Other Functions

- Administers systems and servers related to district LAN and WAN (e.g. IP assignments, VOIP, security, etc.) for the purpose of ensuring availability of services to authorized users.

- Coordinates with the Data Infrastructure team (e.g. cabling systems, etc.) for the purpose of ensuring a continual, functioning network.

- Designs networks (e.g. routing, switching, firewalling, voice, etc.) for the purpose of ensuring effective and efficient systems.

- Installs network service packs, application software, operating software, hardware upgrades software on a variety of platforms (e.g. client and server, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.

- Maintains network systems and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.) for the purpose of ensuring efficient operations.

- Manages servers and applications for emergency responders (e.g. servers and applications for emergency responders, etc.) for the purpose of ensuring necessary network access to emergency personnel.

- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering network services in compliance with established guidelines and/or objectives.

- Participates in a variety of planning and development activities, including district wide committees for the purpose of creating short and long range plans for programming support to the district.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

- Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

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 analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; and data security, project management, processes and methodology.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed in a generally hazard free environment.

Experience   Job related experience within a specialized field is required.

Education   Bachelors degree in job-related area.

Equivalency

Required Testing   Certificates
Pre-Employment Proficiency Test   Driver's License & Evidence of Insurability

Appropriate Technology Certification

Continuing Educ./Training

Clearances

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Exempt

4/11/2018