JOB DESCRIPTION
Lompoc Unified School District

IT ENGINEER

PURPOSE STATEMENT

The job of IT Engineer was established for the purpose/s of performing a wide range of complex analytical, design, planning, implementation, and problem solving tasks on large complex computer systems and networks that may include mainframes, mini-computers, LANs, WANs, MANs, and the physical and logical components that integrate these systems. This classification works within a framework of established procedures and adheres to appropriate policies, procedures and guidelines; may assist in formulating recommendations consistent with directives, policies, standards, and regulations; ensures the completion of assigned department projects in a timely manner; provides technical information and/or recommendations; provides technical support to staff and other district personnel; and may provide technical direction to other IT staff. Incumbents in this classification may have a primary assignment with a specialization in a specific area, such as network engineering or systems engineering.

ESSENTIAL FUNCTIONS

- Advises and assists in the development and implementation of the District's information technology plan for the purpose of responding to short and long-term administrative and instructional technology needs.
- Advises and assists in the development of policies and procedures for the purpose of providing information on the proper use of computer technology and the internet for both administrative and instructional purposes.
- Analyzes, identifies and corrects technology related to software or hardware for the purpose of maintaining equipment in safe, secure, and in functional operating condition, ensuring efficient operations and/or resolving operational issues and restoring services.
- Assists in researching and designing solutions in the use of new hardware or software products, such as educational applications of technology for the purpose of providing technical assistance, advice, and support.
- Determines the proper software and hardware installation methods for integration and efficiency for the purpose of ensuring network connectivity and delivering services in compliance with District policies, objectives, and standards.
• Documents procedures and troubleshooting techniques related to systems/networks software and hardware; develops and reviews documentation prior to general distribution for the purpose of providing written reference and/or conveying information.
• Monitors and maintains software licensing, documents, and records for the purpose of ensuring compliance with the District’s policies and standards.
• Plans, designs, integrates, troubleshoots, and tests the physical and logical components of the District’s LAN/WAN, including DNS and DHCP infrastructures, network and systems hardware and software, SAN, and virtual environment, that may involve the analysis and evaluation of systems software, hardware, and communications strategies for the purpose of ensuring and/or enhancing user access to district network systems and/or services to authorized users.
• Plans, implements, and maintains backup and disaster recovery procedures for large systems and networks for the purpose of ensuring rapid recovery from software or hardware problems for mission-critical systems, networks and services.
• Plans, installs, troubleshoots, and maintains physical and virtual servers for the purpose of ensuring reliability of systems/network services and expanding the District’s systems infrastructure.
• Plans, installs, troubleshoots and maintains the District’s directory system for the purpose of providing users authentication and computer management.
• Plans, installs, troubleshoots and maintains the District’s management and update systems for the purpose of providing reliable support and maintenance of desktop and server operating systems.
• Serves as a liaison among vendors, technical support hotlines and departments for the purpose of resolving complex problems.
• Assists in the coordination and implementation of corrective measures that may involve site visits, telephone assistance, remote management, and participation on technical committees for the purpose of providing support and recommending procedures.

OTHER FUNCTIONS

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

SKILLS
Skills to communicate effectively; establish and maintain effective working relationships; use various types of electronic test equipment and diagnostic software; utilize pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety
practices; performs multiple, simultaneous projects; and preparing and maintaining accurate records.

**KNOWLEDGE**
Knowledge of the functions of core hardware and software components that comprise a large system or network including LAN/WAN, DNS, and DHCP infrastructure, network and systems hardware and software, SAN, and virtual environments; analysis and evaluation techniques to plan, design, integrate, implement, maintain, and troubleshoot large complex systems or networks across similar and dissimilar technology platforms; design techniques; project management and project tracking; database administration and development; software development tools; current, and emerging operating systems, network environments and protocols; router switch configurations; inter/intranet applications; data security; project management, processes and methodology.

**ABILITY**
Ability to determine the systems or networking requirements to plan for or enhance the core data processing needs for the systems or network; solve problems with minimal disruption or impact to the system or network; exercise judgment, decisiveness and creativity in designing, planning, troubleshooting and integration of large complex systems or networks based on the potential benefits and/or consequences; work as a team member; participate in meetings; understand WAN related problems within area of expertise; design, implement, and troubleshoot LANs and WANs over multiple sites; develop alternative solutions within established guidelines and standards; communicate effectively; conveying technical information to non-technical audiences; establish effective working relationships; prioritize workload; reengineer work flow for users; keep abreast of computer and network industry standards, industry protocols, and industry trends.

**Responsibility**
Responsibilities include: working under limited supervision, using standardized practices and/or methods; and operating within a defined budget. Utilization of 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.

**Working Environment**
Position involves light to medium walking, standing, stooping, carrying, and lifting of materials (under 50 lbs.) Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
Experience
Job related experience is required.

Education
Bachelor's degree with a major in computer science or a related field or equivalent.

Equivalency
Any combination equivalent to: a bachelor's degree with a major in computer science, or a related field and/or verifiable certification/s such as CCNP, CCDP, CCIP, CCNP-Security, CCSP, MCSA, MCAD and five years of increasingly responsible experience in Information Technology such as described in the essential functions in this job description.

Required Testing
Pre-employment Physical Exam
Pre-employment Proficiency Test

Certificates & Licenses
Preferred: IT Engineer - knowledge/certification in CCNA
Preferred: IT Engineer (Systems) - MCSA, MCAD
Preferred IT Engineer (Network) - CCNP, CCDP, CCNP-Security, CCSP

Continuing Educ./Training
Non Specified

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status
Non-Exempt

Salary Range
Classified Bargaining Unit Salary Schedule: Range 57

Approval
Personnel Commission first reading: October 20, 2011

Revised: 10/19/11, 10/17/11, 10/14/11, 9/2011