

WAUNAKEE COMMUNITY SCHOOL DISTRICT
NETWORK ENGINEER
Job Description

QUALIFICATIONS:

1. A Bachelor's degree in a related technical field or equivalent training and experience
2. Cisco Certified Network Professional certification (CCNP) or equivalent experience is strongly preferred. In addition VMWare vSphere certification or equivalent experience preferred
3. Minimum of 3 years' experience supporting network infrastructure including switching, routing, and network segmentation
4. Demonstrated knowledge and field experience with network design, administration, troubleshooting, and providing quality end-user support
5. Demonstrated knowledge and field experience with hardware and software troubleshooting skills
6. Experience in educational institutions; K-12 experience strongly preferred
7. Demonstrated ability to work independently, be highly organized, and detail oriented
8. Demonstrated ability in handling confidential matters in an ethical manner
9. Demonstrated strong oral and written communication skills
10. Valid Wisconsin driver's license

REPORTS TO: Director of Technology

GENERAL RESPONSIBILITIES:

The network engineer performs advanced professional and technical responsibilities in planning, design, implementation, maintenance and administration of the district network infrastructure needed for effective operations for a wide variety of customers and stakeholders. The network engineer is responsible for developing network and security standards, researching technology alternatives, and planning network capabilities to support changing district goals and operational requirements. The network engineer is also responsible for managing the virtualized server environment and SAN (Storage Area Network) infrastructure.

The work of this position is completed as a part of a small, collaborative team where responsibilities frequently cross among staff members. This job is demanding physically, requiring the ability to bend, lift, crouch, kneel, and walk in order to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Lead and participate in the implementation, installation, upgrading, monitoring and troubleshooting of the district's physical and wireless network infrastructure, including virtualization, network devices i.e. switches, routers, and SAN (Storage Area Network), maintaining wiring closets, and the network operating systems and utilities
2. Lead and participate in the design, implementation, configuration, upgrading, testing, troubleshooting, and maintenance of the web security and filtering, firewalls, and proxy services
3. Provide advanced technical support for the District's network operating systems and applications, troubleshoot and resolve network outages and bottlenecks
4. Work jointly with other members of the technical staff to maintain optimal network security using the resources available, including protecting the network from internal and external attacks
5. Configure and manage the district's underlining equipment that executes our Voice over Internet Protocol (VoIP) phone system
6. Configure, manage, support and train staff in the use of the PA, bells, and clock systems in all district buildings
7. Assist Network Administrator with administration and support of district networks
8. Assist Network Administrator with the development and maintenance of computer imaging and update servers
9. Assist Network Administrator with implementation of server hardware, operating system, network application, and anti-virus solutions
10. Assist with installation and maintenance of district workstations, printers, and peripherals – including their related software
11. Configure, Deploy, and Administer new and emerging technologies
12. Document planning, design, implementation, and status reports for areas of responsibility

13. Provide level 3 support and support to district staff as needed
14. Maintain and update network infrastructure diagrams and all other pertinent documentation

OTHER FUNCTIONS :

1. Maintain personal and professional technology skills and knowledge base, keeping current with industry trends
2. Provide training to end-users as needed
3. Promote a positive and professional image of the District at all times
4. Participate in meetings as required, offering insight and direction regarding the use of technology as it relates to the district's Information Literacy and Technology Plan
5. Maintain a positive, collaborative relationship with other members of the core technical team
6. Perform all other responsibilities as assigned

Adopted: January 2007

Updated: May 2011

May 2014

January 2016

March 2017