



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

JUNIOR NETWORK ENGINEER

LOCATION:

Department of Information Technology

POSITION SUMMARY:

Performs installation, maintenance, and upgrades to all Computer Assisted Instruction, multi-purpose, special intervention, and business labs in Calvert County. Performs various tasks administering and managing Local Area Networks (LAN). Performs installation, maintenance and upgrades to all Calvert County Public Schools school based computers. Performs general maintenance on CCPS electronic mail system. Works with Computer Technicians to resolve help desk calls. Works with Senior Network Engineer as directed. Serves as Assistant Project Manager for network related installation and maintenance issues. Work involves monitoring network performance, server logs and tape backup system to include identifying areas needing attention or improvement. Assists the Network Manager in identifying and procuring necessary network components. The work requires specialized training in the Information Technology field.

REPORTS TO:

Network Manager

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's Degree in computer technology or related field.
2. Two (2) years of progressively responsible data networking experience that includes a proven responsibility for network administration, and management of multiple departmental LAN and WAN environments preferred.
3. Certified Novell Administrator and/or Microsoft Certified Professional preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of server architecture with experience designing, building, testing, implementing and maintaining Novell Netware 6.5, Novell Zenworks Suite, Windows 2000 Server and Citrix Presentation Server.

2. Knowledge of test equipment use to troubleshoot Cat5 cabling, Fiber Optic cabling and wireless technology.
3. Knowledge of replacement of equipment under manufacturer's warranty agreements.
4. Knowledge of installation of Windows 2000 and Windows XP workstations.
5. Knowledge of installation of Microsoft Office products.
6. Knowledge of maintenance of the Internet across a WAN.
7. Knowledge of maintenance of Microsoft Exchange 2003 Server.
8. Knowledge of troubleshooting hardware and software issues.
9. Knowledge of TCP/IP, WINS, DNS, DHCP, HTTP, and TELNET.
10. Ability to effectively communicate complex technical issues orally and in writing.
11. Ability to apply analytical skills to solve complex technical problems and recommend solutions.
12. Ability to monitor, maintain, and improve LANs.
13. Ability to establish and maintain effective working relationships and good customer service.
14. Ability to deal effectively with the public.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Provides support for all school based computer labs.
2. Proactively monitors the network and computer systems on a daily basis to address existing and potential system faults.
3. Implements and maintains Novell Netware and Microsoft Windows servers.
4. Implements and maintains network hardware.
5. Maintains and verifies network backups and disaster recovery procedures.
6. Documents all procedures, policies and configuration information.
7. Provides customer support to resolve network and desktop problems.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the Network Manager or designee

PHYSICAL DEMANDS:

Regular operation of computer equipment. Transport and unpacking of items not to exceed 50 pounds per carton.

UNUSUAL DEMANDS:

Workers may be put on call and subject to call back.

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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