Position: Systems Engineer	FLSA: Non-exempt
Department: Technology	Salary Grade: 19
Reports to: Director of Technology	

OVERALL OBJECTIVE AND SUMMARY

Plans, manages, and maintains all components of the local area and wide area networks governing the data communications among personal computers. This includes computer networks, mail systems, and telecommunications for microcomputers and servers. Plans and designs the implementation of the LAN/WAN infrastructure including hardware/software recommendations. Oversees technical support and help functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains routing equipment, firewall equipment, server systems, and telecommunications systems (T1, frame-relay, DS3, Ethernet).
- Manages and frequently updates network configuration settings for internal and external systems, including DNS, DHCP and firewall settings.
- Accurately documents all new system implementations and modifications to existing systems (moves, adds, changes).
- Assists in the design and development of the network services architecture and implementation of new network systems.
- Maintains existing systems, ensuring that proper fail-safe and failure recovery and security procedures are followed.
- Provides technical assistance to staff, internal and external to the Technology Services Department.
- Builds server systems, creates router and switch configurations.
- Researches and provides expertise on integration of third party software and tools.
- Assists in the administration of a LAN/WAN networking environment, including maintaining user accounts, network printer configuration, and backup systems.
- Actively participates on project teams.
- Participates in planning and design of networks for new offices, classrooms, remodels, and libraries. Monitor new network installations.
- Track task requests and progress in Technology Services Helpdesk system.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Specialized personal computer based local and wide area networks.
- Network operations through multiple servers.
- Integration of data and tele-communications.
- Principles and practices of data processing and systems administration, including connectivity between network servers.

Ability to:

- Demonstrate a firm understanding of all network infrastructure systems and concepts, including network security, routing protocols and routing equipment configuration, server hardware and operating systems, firewall systems, and backup systems.
- Convey highly technical concepts with a wide range of internal contacts and deal effectively with external contractors.
- Conduct training and facilitate small group processes.
- Plan, organize, and implement a network and perform the full range of complex and technical duties described above.
- Analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs.
- Install, configure, maintain and troubleshoot equipment, systems and programs used by the District in its offices and sites.
- Demonstrate strong hands-on skills with Novell Netware and MicroSoft server systems, Novell Groupwise e-mail and Zenworks.
- Prioritize and delegate work.
- Read, interpret and apply complex technical information.

PHYSICAL ABILITIES

This position requires:

- Ability to perform all aspects of the job.
- Sufficient hand-eye coordination to make small component connections; visual acuity to read technical documents and instructions and align small components.
- Ability to lift objects of light to medium weight (less than 25 lbs.), to bend or stoop into small areas to connect electronic communications wiring.
- The ability to hear and speak to exchange and retrieve information in person and on the telephone.
- Visual acuity to read technical documents and instructions. .
- Sit or stand for extended periods of time.
- Climb a stool/ladder and reach above shoulders.

EDUCATION AND EXPERIENCE

Bachelors degree in computer science or related technical field is desired. Two years experience with Novell Netware, Novell Groupwise, network operations, network administration, infrastructure design, and personal computer support is required. Experience with any of the following is desired: Novell Zenworks, Novell File System

Factory, Track-it Helpdesk, Linux, and Backup Exec. Additional experience may substitute for some higher education. Requires specific experience in the design, implementation, and on-going support of a local and wide-area network; user training in network and commonly used business applications.

LICENSES AND CERTIFICATES

Adopted: June 2001
Revised: September 14, 2005
Range Updated: July 1, 2025 per CBA