

Job description

BOARD OF EDUCATION
DENVERVILLE

Position: Network Engineer

General Job Specification Network Engineer - Configure optimize and maintain Network Servers, Routers, and Switches including phone equipment.

Qualifications: Position requires degree in Information Systems, Electrical Engineering or Computer Science. Experience with Windows 7 and Server 2008, Clustering, Cisco Advent Unit 7 and Call Manager 7. ISP background is helpful. Familiarity with Imaging, Cisco Advent IP Telephony, SQL, IIS and ISA is desirable. MCSE, CCNP or CCVP certification is a plus but required with two years of starting position.

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Responsible to: Manager of Technology

Terms of Employment: Twelve (12) Months

Duties and Responsibilities:

- Configure Servers to optimize network performance as directed by Manager of Technology to support curriculum and Education Technology goals. Respond to requests that require Network Server configuration.
- Prepares design alternatives for review – Alternatives should represent a detailed evaluation of review of how various solutions best meet the needs of the network regarding cost, effectiveness and reliability criteria.
- Maintain logs on Server performance and network traffic. .
- Work with vendors on repairs to insure quality and complete to online status.
- Author and maintain disaster recovery plan for all critical equipment.
- Work with Network Technician/Support Specialist to insure network servers are backed up and spare parts are maintained according to disaster recovery plan.

- Work with Network Technician/Support Specialist to resolve issues that require coordination of Servers with peripherals and workstations.
- Resolve software and hardware configuration and compatibility problems.
- Work with Network Technician/Support Specialist to support office staff to keep the service up and running at all times. Maintain restore capability for all servers, routers and phone equipment.
- Organize and maintain standard software install shares on servers including MSI or other installer technology. Prepare rollouts of new configurations with assistance of the Network Technician/ Support Specialist.
- Work with Manager of Technology on Strategic plan for information systems including drafting plans and diagrams using Visio. Maintain the Network diagram.
- Write Purchase orders for all major equipment purchases – follow up on delivery and installation.
- Monitor the maintenance of Phone switches and Voicemail system including backups.
- Work with Notebooks and wireless Technology to support mobile network.
- Other duties as specified by Manager of Technology

Adopted: **June 1, 2009**

Revised: **July 29, 2013**