DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Network Systems Engineer	**CLASSIFICATION:** Classified (SEIU)
REPORTS TO: Director of Information Technology	**RANGE:** 350
WORK YEAR: 12 Months	**CLASS:** Information Technology
BOARD APPROVAL: 1/14/16 **BOARD REVISION:** 1/12/17	

PRIMARY FUNCTION: Under general supervision, to manage all aspects of the District's data, communications, and video networks, and ensure reliability of the network and server systems; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by ensuring that the District's network and server systems are operational and secure so that site staff may use technology as a tool to teach and students may access multimedia to enhance their learning.

SUPERVISION OVER: Not Applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: **Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.**

- Responds to Technology Requests quickly and efficiently.
- Maintains network/systems integrity through proactive monitoring, maintenance, installation, and upgrade.
- Configures network servers and equipment including LAN and WAN, VLAN operation, DHCJP, understanding of WINS, DNS (AD/Internet), TCP/IP, IIS, Firewall policies/concepts, AD policies, etc.
- Creates images for new computer systems and automation software deployment.
- Sets-up and deploys systems using Windows Server or Linux operating systems.
- Performs physical cabling employing CAT5, CAT6, RG-6, RG-58 and 59, and Fiber Optics.
- Maintains the District's electronic communications systems including email and VOIP/voicemail and third party SMTP/POP engines.
- Deploys and tests software.
- Works with Information Technology Director to maintain authentication, security, public web presence, backup, and internet connectivity systems.
- Maintains documentation and control procedures for all topics related to network and systems.
- Provides staff training as assigned for network, systems, and general IT topics.
- Maintains POTS, PRI, and all aspects of phone system set-up.
- Communicates with various management personnel, District staff, and outside entities to coordinate activities, exchange information, and resolve issues and concerns.
- Schedules work so as to minimize interruptions to staff productivity and student learning.
- Maintains current knowledge of technological advances and industry trends via District-provided training.
- Assists with District-wide implementation of state and federal student testing.
- Assists the Director of Information Technology and IT staff in the performance of their duties.
- Assists administrative personnel and/or designees in the use and implementation of District technology.
- May be required to work irregular hours including evenings, weekends, holidays, and on-call to address emergencies.

- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:
- High school diploma or the equivalent.
- College-level course work in computer science or related field desirable.
- Two or more years' experience in Information Technology work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- MCSE, Network+, or CCNA certification.
- Experience with Windows OS, Mac OS, TableT IOS, and network environments preferred.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:
- Valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:
- Computers and related hardware operation principles for Macintosh, PCs, DHCP, and routing protocols.
- Internet, Windows networks, computer peripherals, and supporting software.
- Hardware and software installation procedures.
- Appropriate diagnostic procedures and tools.
- Technical repair methods and requirements for information services equipment.
- Methods of interfacing and configuring computers and peripherals.
- Local Area Networks (LANs), equipment and supporting software.
- General knowledge of LAN security concepts and practice.
- Laws and regulations affecting computer software.
- TCP/IP WAN/Wi-Fi
- VOIP, POTS, PRI

ABILITY TO*:
- Install District-approved computers, peripherals, networks, and supporting software.
- Install updates of licensed software for both Macintosh and PC platforms.
- Perform equipment maintenance, determine cause of malfunctions, and make repairs without supervision.
- Diagnose and assist District staff with computer-related software and hardware problems.
- Monitor the Internet services for the District.
- Deal tactfully and courteously with users in training and technical assistance environments.
- Explain and interpret computer programs to District staff.
- Maintain current knowledge of technological advances in the field.
- Learn upgraded technology and software programs.
- Analyze, interpret and report problems.
- Prioritize and schedule work.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.

- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

Candidates should have a comprehensive knowledge of these concepts, practices, and procedures and the ability to use them in complex, difficult, and/or new situations.

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids)**:
- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 50 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in vehicle traveling to job assignments; outdoor environment on campus in variable weather conditions.