



## Network/Server Engineer

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
004	Exempt	2 – Professional	AFSCME	8	Rev 4/12/04	1104	1 of 2

**DEFINITION:** Under general supervision, designs, configures, builds, and maintains computer networks, operating systems, servers, and related hardware and software; analyzes current network architectures in order to design and implement improvements for increased functionality and reliability; and may provide supervision to journey and entry level staff of the Information Services department.

**REPORTS TO:** The Information Services Support Manager, an Information Services Project Manager, or designee.

**ESSENTIAL FUNCTIONS:** Duties/functions may include, but are not limited to, the following:

- Maintains the integrity of networks, servers, and databases upon which the District relies for uninterrupted business and management operations.
- Designs, configures, builds, and maintains computer networks. Analyzes network architecture, and reconfigures networks and relocates data for optimal performance.
- Runs performance queries, and designs and implements testing routines to identify and resolve (debug) conflicts and potential operating malfunctions.
- Troubleshoots, and resolves malfunctions with networked systems, operating platform/database interfaces, servers, configurations, and related equipment such as connections, switches, and hubs.
- Uses system commands and protocols to maintain network systems and/or databases.
- Designs and builds Local Area Networks (LANs) and Wide Area Networks (WANs).
- Documents procedures, and provides user information and training materials.
- Schedules and monitors systems maintenance.
- Confers with end-users to identify user needs, and with consultants and vendors regarding systems maintenance and upgrades.
- Estimates time and resources needed for projects, develops project schedules, and may prepare service request forms.
- Administers systems security, and assigns appropriate access privileges to end-users.
- May connect workstations and/or PCs to networked systems.
- May set up, install, and upgrade hardware, software, and peripheral equipment
- Performs related duties as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Classification established 9/23/99, 1<sup>st</sup> revision 5/04-  
Class-title change 11/04

Approved by Rick Fernandez, General Manager

Date



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles and practices of computer networks in client-server and, Microsoft Operating System environments; operating platforms and related operating systems; systems design, set-up, connectivity, configuration, testing and troubleshooting procedures; principles, methodology and applications of relational database theory; PC internals; data recovery techniques; project management; documentation procedures; basic mathematics and algebra; and modern office methods and procedures.

**Ability To:** Maintain one or more computer networks on an ongoing basis; design and implement testing routines to troubleshoot and resolve malfunctions with networked systems, servers, and workstations; administer a system security program; set-up and install hardware, software, and peripheral equipment; back up databases; review and analyze user requirements; write documentation and user information and training materials; research and make recommendations regarding implementation of new technologies; prepare estimates of time and resources needed; use discretion and independent judgment; keep abreast of current developments in the field; communicate effectively both orally and in writing; and establish and maintain effective working relations with District personnel using principles of good customer service.

**Education/Training:** Equivalent to either a Bachelor's degree in Computer Science, Management Information Systems, or a related field; OR certification as a Microsoft Certified Systems Engineer (M.C.S.E.).

**Experience:** Five (5) years experience installing, maintaining, and troubleshooting malfunctions with computer hardware and software, one (1) year of which must include performing a variety of tasks in support of administering a networked system.

**License/Certification:** (1) Must possess or obtain, and maintain a valid Class C California Driver License, and meet the District's driving standards. (2) Certification as a Microsoft Certified Systems Engineer (M.C.S.E) is desirable.

**Special Requirement:** Must be willing to: (1) work outside regular business hours as required by implementation of special projects, and emergencies; and (2) travel between the various District divisions.

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