

**Job Description**

**Job Title:** Network Engineer (9816)

**Job Summary:**

The job of Network Engineer was established for the purposes of supporting WAN/LAN and Voice over IP (network) systems and connectivity for the Tulare County Office of Education (TCOE), remote sites, and Tulare County school districts (districts). This job reports job status to the Director of Information Systems or designee. This position will support TCOE in the day-to-day and project tasks associated with, but not limited to, WAN and LAN system design, development, implementation, and support.

**Essential Functions:**

- Analyzes the network for the purpose of predicting problem areas and identifying issues that may need to be resolved in maintaining and optimizing the network.
- Assists districts with network design for the purpose of enhancing district knowledge and facilitating the development of district networks that are both compatible and supportable as a TCOE WAN component.
- Configures network devices for the purpose of installing, upgrading, and/or replacing network system devices.
- Coordinates ordering, discount application, equipment handling and installation procedures, and implementation of communication lines and equipment for the purpose of ensuring continuous connectivity and fiscal responsibility.
- Coordinates with and assists Information Systems team members in network, server, workstation, and/or peripheral support.
- Designs network systems for the purpose of creating a network solution and forming an action plan.
- Diagnoses WAN/LAN problems to identify, troubleshoot, repair/replace, and test components and/or systems.
- Documents network configurations, devices, and systems for the purpose of creating a layout that would allow someone to repair or replace components of the network without having to spend an inordinate amount of time studying the system.
- Installs/upgrades network-related equipment for the purpose of creating or improving the network services.
- Provides technical support, remotely or in-person, for TCOE activities and initiatives.
- Reports network system status for the purpose of keeping the Information Systems staff abreast of any problems and/or solutions.
- Supports staff and end-users for the purpose of enabling efficient and proper use of the network and network functions.
- Trains staff and end-users on network usage for the purpose of utilizing any new network functionality.
- Travels to various locations throughout Tulare County using own vehicle for the purpose of providing technical and network support.
- Utilizes a ticket tracking solution for the purpose of keeping current status on day-to-day and/or project tasks.
- And performs other related duties as equitably assigned.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - Design, implement, configure, troubleshoot, and support networks and services.
  - Design, implement, configure, troubleshoot, and support Voice over IP systems and services.
  - Manage a network system and maintain optimum efficiency.
  - Manage and maintain backups of network and VoIP systems.
  - Track multiple projects and keep things on task.
- **Knowledge of:**
  - A strong knowledge and background in the technologies used in an enterprise network is required.
  - Current funding sources and requirements related to network system infrastructure and support.
  - Documentation and processes required to install circuits and apply for discounts.
  - Enterprise level router, switch, telephony (VoIP, POTS, PRI, etc.), and wireless technologies.
  - E-Rate methods, including bids and RFP responses.
  - Security design and components related to the internet.
  - Wiring standards.
  - Preferred experience includes Cisco hardware, Cisco IOS, E-Rate, and Frame Relay/Asynchronous Transfer Mode (FRATM)

- **Ability to:**

- Advise school districts on networking issues.
- Analyze projects to determine development requirements and estimate timelines.
- Communicate effectively over the telephone, in meetings, via video conferences, in a seminar setting, or electronically.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Introduce and train others on server technologies.
- Keep management apprised of issues and recommend solutions for those issues.
- Maintain a network.
- Maintain records and keep documentation up-to-date;
- Recognize trends in the networking industry;
- Setup and configure networks from the workstation to the communication link to ISP provider.
- Travel in and out of county using own vehicle.
- Work productively in a multi-tasking environment.

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact TCOE's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- Four (4) years of experience working in a network environment.

**Education Required:**

- Bachelor's degree in job-related area is preferred.
- Eight (8) years of verifiable experience as a network technician may be accepted in lieu of the Bachelor's degree.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Advanced networking certification (CCNA, CCNP, CCIE, JNCIE, etc) desired.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Response.

**FLSA Status:** Exempt

**JULY 2018**

This organization is an equal opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco – Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.