CORONA NORCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK/SYSTEMS ENGINEER

BASIC FUNCTION:
Under the direction of an administrator; designs, installs, tests, configures, repairs, documents, and provides training for a district-wide computer system and network (hardware and software) consisting of wide area networks (WAN) and Local Area Networks (LAN) ensuring availability and usability of network services. To perform work a mixed network environment that includes interconnections of Fiber, Copper, and Wireless infrastructures, as well as connected systems of Routers, Switches, and other networking equipment, typically operating over TCP/IP. This classification also provides support that includes but is not limited to, enterprise systems (Active Directory, DNS, DHCP, Email Systems, and Database Systems) server based, networked systems, as well as IP Telephony (VoIP) support. Lead information technology staff in system and networking projects.

ESSENTIAL DUTIES:
- Designs computer and network data system, to include implementation of enterprise systems and other server-based networked systems.
- Installs, tests, and configures District's computer and network data system.
- Lead information technology staff in system and networking projects.
- Monitor and support network, data, and voice systems.
- Creates maintenance programs, policies and procedures for ensuring information availability, retrieval, recovery, and security.
- Creates and maintains documents and records for ensuring proper documentation and adherence to established policies and procedures.
- Modifies and updates data, network, and voice components for providing optimal availability and usability of services.
- Provides training to District staff orientation and instruction.

OTHER DUTIES:
Other duties as assigned.

KNOWLEDGE/ABILITIES:
Computer hardware systems and software applications utilized.
Train and provide work direction and guidance to staff.
Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
Communications and networking equipment such as network hubs, switches and routers.
Operation and maintenance of a variety of specialized equipment and hand tools.
Basic inventory methods and practices.
Interpersonal skills using tact, patience and courtesy.
Provide a variety of specialized services in the installation, operation, repair and maintenance of computer network hardware, software and related equipment.
Troubleshoot and repair system malfunctions and maintain system operation.
Utilize a variety of computer applications and operating systems.
Respond to user requests for assistance and malfunction correction and provide technical support.
Research, analyze and recommend new system software and hardware.

Analyze situations accurately and adopt an effective course of action.
Develop solutions for network connectivity including Internet access.
Manage server-based applications.
Maintain records related to work performed.
Maintain current knowledge of technological advances in the field.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Train, provide work direction and guidance to staff.

EDUCATION AND EXPERIENCE:
High School Diploma or equivalent and a Bachelor's Degree in a computer related field and three (3) years of experience in a related field.

Desirable: Cisco CCNA Certification, Microsoft MCSE, or comparable certificates desired

LICENSES AND OTHER REQUIREMENTS:
Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS
Climb ladders and work from heights to service mounted equipment.
Dexterity of hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
See to read a variety of materials and view a computer monitor.
Sit, stand or walk for extended periods of time.
Lift, carry, push and pull objects weighing up to 50 pounds and over 51 pounds with assistance.
Bend at the waist, kneel or crouch.
Reach overhead, above the shoulders and horizontally.