



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Network Engineer I**
Job Family: **Information Technology**
Prepared/Revised Date: **February 28, 2017**

FLSA Status: **Classified Exempt**
Pay Range: **IT90Y**
4Job Code: **38001**

SUMMARY: Responsible for assisting in the development and maintenance of network communications across the enterprise including evaluating, designing, implementing, and maintaining the data networks and technologies that protect the District's network infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Implement and maintain systems to monitor the network.	D	15%
2. Assist in the daily maintenance and operation of the network.	D	15%
3. Work with network support, systems administration staff, and developers to maintain a secure and functional network architecture and information systems.	D	10%
4. Implement and configure network routers, switches, and wireless access points.	D	10%
5. Implement and maintain firewalls, virtual private networks (VPN) gateways, intrusion prevention/detection, and other systems to protect data from unauthorized users.	D	10%
6. Identify, report, and resolve security violations.	D	5%
7. Assist and troubleshoot network security issues.	D	5%
8. Assist in the design of new networks and network upgrades including LANs, MANs, WANs, WLANs, and Internet connections.	D	5%
9. Contribute to the expansion of network performance.	D	4%
10. Help train staff and users on the use of various network applications and systems.	D	4%
11. Maintain documentation of all related systems.	D	4%
12. Assist in the creation of processes for use by IT staff and users.	D	4%
13. Lead, manage and prioritize assigned projects, actively participate on project teams and contribute to overall project team objectives; provide expertise, document processes. Track and manage changes.	D	4%
14. Attend work and arrive in a timely manner.	D	1%
15. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science or related field
- Four years of experience in a related field
- Equivalent combination of education and experience acceptable



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license
- Industry and vendor certifications a plus
- Certified Information Systems Auditor (CISA) and/or Certified Information Systems Security Professional (CISSP) preferred
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Strong customer service skills
- Advanced math skills
- Organizational and time management skills
- Knowledge of current information security concepts and practices including firewalls, VPNs, intrusion detection, intrusion prevention, vulnerability/security assessment, and network forensics
- Knowledge of network concepts, technologies and protocols including TCP/IP, routing, switching and authentication
- Familiarity with Unix and Windows operating systems
- Ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to work within an environment of limited resources and urgent deadlines
- Ability to write clear and accurate documentation at both the end-user and the technical levels
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to provide excellent customer service on the phone and face-to-face
- Ability to follow written documentation
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, and media equipment
- Advanced operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk			x	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit				x
Use hands to finger, handle, or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute		x		
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x



VISION DEMANDS:	Required
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	