



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

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

FLSA Status: **Classified Exempt**
 Pay Range: **IT95Y**
 Job Code: **38008**

SUMMARY: Responsible for evaluating, designing, implementing, and maintaining the data networks and technologies that protect the District's network infrastructure including LAN/WAN interfacing, network security, network performance, and all components of a secure, enterprise network infrastructure. Develops and provides technical leadership ensuring secure access to information across the enterprise with significant technical risk. Interacts on a regular basis with other functional groups and customers on technical and/or administrative matters. Leads in the formation of project goals, scope and schedule.

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. Engineering of enterprise data, voice and video networks.	D	15%
2. Implement and maintain systems to monitor network performance and security.	D	15%
3. Work with vendors, clients, carriers and technical staff on network implementation, optimization and ongoing management.	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. Define network security process and procedures.	D	5%
8. Design new networks and network upgrades including LANs, MANs, WANs, WLANs, and Internet connections.	D	5%
9. Provide guidance and advice on network expansion.	D	4%
10. 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. Create and maintain procedures 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
- Seven 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
- Advanced math skills
- Interpersonal relations skills
- Advanced organizational and time management skills
- Strong customer service skills
- Ability to coordinate with vendors, clients, carriers and technical staff on network implementation, optimization and ongoing management
- Ability to lead and provide complex support and technical expertise in networking technology, including LAN/WAN hardware, hubs, bridges and routers
- Advanced knowledge of current information security concepts and practices including firewalls, VPNs, intrusion detection, intrusion prevention, vulnerability/security assessment, and network forensics
- Advanced knowledge of network concepts, technologies and protocols including TCP/IP, routing, switching and authentication
- Advanced knowledge of Unix and Windows operating systems
- Lead in establishing and operating network test facilities
- Lead in providing a secure transfer of data to multiple locations via internal and external networks
- Advanced ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Advanced ability to work within an environment of limited resources and urgent deadlines
- Advanced ability to write clear and accurate documentation at both the end-user and the technical levels
- Advanced ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Advanced ability to maintain confidentiality in all aspects of the job
- Advanced ability to maintain honesty and integrity in all aspects of the job
- Advanced ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Advanced ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Advanced ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Advanced 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.	

- Responsible for providing guidance, direction, and training to Network Engineer I colleagues. Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



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	
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
Depth perception	X
Ability to adjust focus	X

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