



Job Title: Lead Network Engineer – Communications **Exemption Status/Test:** Exempt

Reports to: Assistant Director **Date Revised:** August 2021

Dept. /School: Network and Communications Infrastructure

Primary Purpose:

Maintain and support the Enterprise Network so that users receive reliable and secure access to required network and external resources.

Qualifications:

Education/Certification:

Bachelor's degree in Education of Information technology, or eight (8) years additional experience in a Technology supporting role
Certifications in Information Systems, Cybersecurity, Certified Information Systems Security Professional, or network infrastructure preferred

Experience:

Minimum of five (5) years of experience implementing, maintaining, and troubleshooting network communications infrastructure environments, 10 years preferred

Special Knowledge/Skills:

Experience with network monitoring tools (Sniffer, HP Openview, Insight Manager, etc.)
Working knowledge of physical Ethernet networks
Working knowledge of Cisco routers (ISRs and ASRs) and switches (Nexus 2k, 5k, 7k, 9k, 4507-10, 3850-3750 stacks)
Working knowledge of MAN, WAN, and LAN network equipment and topologies
Knowledge of communications systems in a network environment
Knowledge of Proxy servers and Web Filtering Systems
Knowledge of LDAP
Knowledge of process work flow through an Information Technology environment
Ability to work in a high pressure, fast-paced environment
Excellent Communication and decision-making skills
Outstanding team player
Must have familiarity with Data Center network topologies
Must have the ability to think critically and solve complex issues
Ability to use tools for networking troubleshooting issues (Solarwinds & Cisco Prime)

Major Responsibilities and Duties

1. Provide 24-hour support for network infrastructure in an on-call rotation.
2. Develop and maintain an on call rotation schedule.
3. Responsible for the design, effective use, regular maintenance, and life cycle of the following;
 - a. Network topology, subnets, firewall and router configurations, and other systems deemed to be critical
 - b. Network communication hardware
 - c. District local area and wide area network

4. Work with other network engineers in support of network series/resources/components.
5. Diagnose and troubleshoot network issues using protocol analyzer tool.
6. Evaluate, counsel and assist academic departments in the implementation of third-party vendor hardware and software.
7. Be cognizant of specialized business hardware and applications used throughout the district.
8. Test, evaluate and integrate new network environments and technologies.
9. Design/install/support computer system policies.
10. Provide advanced network infrastructure troubleshooting and health checks.
11. Communicate with vendor support personnel to resolve hardware and software issues in timely manner.
12. Assist Assistant Director in planning, developing, and maintaining Annual Budget.
13. Provide training for network staff.
14. Provide after-hour/weekend support for special projects or critical components.
15. Other responsibilities and duties as assigned.

Supervisory Responsibilities:

Engineers, Administrators, Specialists, and Technicians as assigned by the Assistant Director

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Frequent standing; some kneeling, squatting, bending and stooping, pushing and pulling

Motion: Walking; reaching overhead, front, side and back; prolonged use of computer and repetitive hand motions

Lifting: Occasional lifting up to 50 pounds.

Environment: Work inside in office, classroom and computer lab environments; frequent district wide travel; occasional prolonged and irregular hours

Mental Demands: Provide technical expertise and problem-solving skills in support of Network Engineers, Technology and Information Systems personnel and district staff; exhibit self-control and patience when dealing with staff; work with frequent interruptions; ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.