NEWPORT NEWS PUBLIC SCHOOLS

Job Description

Job Title: Network Engineer   **Supervisor:** Supervisor of Network Engineering
Position Code: 6E06, FE06   **Pay Grade**: 42
Job Classification: Exempt   **Contract Length**: 245 Days

Job Summary
Position is responsible to the Supervisor of Network Engineering for the district-wide implementation, maintenance, and administration of the school division's state-of-the-art, high-speed computer network. The position is also responsible for documenting, managing, and maintaining assigned systems implementation projects and network systems.

Essential Duties
1. Researches and analyzes current and evolving communications capabilities and network architectures to provide information for long and short-term planning.
2. Manages and administers assigned network infrastructure including capacity/feasibility planning, new installations, upgrades, configuration, feature functionality testing, maintenance, troubleshooting, back-up systems, security procedures/protocols, operating procedures and guidelines, and user connectivity.
3. Coordinates and performs project planning and project management responsibilities, which may include establishing priorities, specifications and approaches, organizing, staffing and scheduling, working with others to complete the project, and monitoring progress.
4. Regularly confers with database programmers, analysts, systems administrators, and users regarding current and prospective systems changes and future needs.
5. Trains and provides support to site-managed technical staff regarding network administration and usage.
6. Directs efforts of technicians who are involved in diagnosing and correcting network failures and performing network management activities; determines logical solutions to complex system administration and application problems.
7. Prepares documents and does research to justify language used in department documents and budget recommendations.
8. Defines network bid and RFP technical requirements to ensure appropriate service provisions.
9. Models nondiscriminatory practices in all activities.

   (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties
1. Maintains a current knowledge of rapidly changing technology systems.
2. Performs any other related duties as assigned by the Supervisor of Network Engineering, or other appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimal supervision. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Bachelor's degree in computer science, management information systems, or a related field and considerable relevant experience in Virtual LANs, TCP/IP networking and routing, gigabit Ethernet switch configuration (Brocade, Juniper/Mist, Checkpoint, Aruba, Fortinet, Dell preferred), fiber optics and wireless networking. Must possess requisite skills to manage a Cisco UC environment, including but not limited to SIP, Cisco phone provisioning, Jabber configuration, hunt groups, and auto-attendants. Preferred certifications: CCNP, CCNA Collaboration, CCDA, CWNA. Other skills: Ekahau, Splunk, Extrahop, Unix/Linux, Python or equivalent, cloud technologies including Azure, AWS, Google Cloud Compute, SD-WAN technologies, OSPF, BGP, MPLS, Aruba Clearpass/TACACS, Plixer Scrutinizer. Extensive experience in networking computer systems may substitute for college degree. Position requires thorough knowledge of the principles and practices

used in the design of LANs and WANs. Must possess demonstrated successful experience in project planning and management (e.g., new installations, upgrades) involving multiples customer sites. Experience in design of Local and Wide Area Networks consisting of several hundred users and multiple sites. Experience in writing system documentation, system specifications/requirements, project plans, presentations, correspondence, studies, reports, and training materials. Demonstrated ability to properly develop and maintain accurate documentation. Must possess the ability to establish and maintain effective working relationships with customers served and systems administration personnel in a mixed Microsoft, Chrome, and Apple environment. Ability to effectively explain complex technical concepts to both technical and non-technical personnel.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. When performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move and push/pull up to 26 pounds. The employee must occasionally lift and/or move and/or balance while standing or climbing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

Supervision Exercised: None
Supervision Received: Supervisor of Network Engineering

This job description in no way states or implies that these are the only duties to be performed by this employee. The Network Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Network Engineering, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

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Supervisor   Date

I acknowledge that I have received and read this job description.

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Employee Name (Print)   Signature   Date

Revised 05/2021 CR