Job Description

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

**Job Summary**
Position is responsible to the Director I (Technology Operations) 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.

**Other Duties**
1. Performs any other related duties as assigned by the Director I, Technology or other appropriate administrator.

**Job Specifications**
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 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 (3COM and Foundry preferred), fiber optics and wireless networking. 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, SUN, and MAC environment. Ability to effectively explain complex technical concepts to both technical and non-technical personnel.

**Working Conditions & 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.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**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.

**Supervision Exercised:** None

**Supervision Received:** Director I, Technology

*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 Director I, Technology 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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**I acknowledge that I have received and read this job description.**

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**Employee Name (Print) Signature Date**

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