



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Network Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 69

BASIC FUNCTION:

Under the direction of an assigned supervisor, recommend, design, install, maintain and administer local and wide area network (LAN, WAN) computer systems and peripherals; provide technical assistance to department and site personnel in the operation of software, hardware and peripherals; analyze, troubleshoot and correct complex network protocol and security issues.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform hardware and software design, installation and configuration of LANs and WANs and computer workstations, including networking devices such as servers, routers, switches, printers and other related peripherals
- Maintain and manage internet content filter, firewalls and VPN to control downstream and upstream traffic; participate in developing, implementing and administering Intranet, Extranet, virtual networks, and remote access capabilities
- Install, configure and administer District-wide WAN; perform system administration duties; configure workstations for network access; run network cables; create users, groups, and establish access levels and network security; create system/user log-in scripts; assign IP addresses
- Analyze, isolate and correct complex hardware, software and network malfunctions including software applications errors, hardware/software errors, communications errors, network address conflicts and other malfunctions
- Participate in the development and maintenance of security systems for network equipment including internal and external network security
- Provide technical assistance to department and site personnel in the operation of software, hardware and peripherals; provide technical assistance for the District’s help desk to solve end users’ technical requests
- Deploy and maintain the District’s wireless network, backup, and antivirus systems
- Update and upgrade software/firmware for servers and network equipment

- Maintain current knowledge of technological advances in the field
- Maintain network system and infrastructure documentation and architecture diagram
- Operate laptop and desktop computers and assigned software; utilize cable testers and power tools; drive a vehicle to conduct work
- Meet with personnel to analyze and determine data communications, hardware and software needs; recommend and implement strategies to improve network performance, security and productivity; assist in the design and development of network services architecture and implementation of new network systems
- Interact with vendors for the recommendation, purchase, maintenance and repair of equipment

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LAN and WAN network software and hardware configurations, enhancements, topologies and protocols

Principles and practices of advanced network administration

Methods and techniques for performing connectivity testing and troubleshooting including the use of diagnostic tools and equipment

Development of system and user documentation

Technical aspects of field of specialty

Oral and written communication skills

Applicable sections of the State Education Code and other applicable laws

Interpersonal skills using tact, patience and courtesy

TCP/IP addressing routing, configuration and troubleshooting methods

Set-up of wireless networks with controllers and non-controller based management systems

ABILITY TO:

Recommend, design, install, maintain and administer LAN and WAN computer systems and peripherals

Configure a variety of network computer equipment

Provide technical assistance to department and site personnel in the operation of software, and computer hardware and peripherals

Analyze complex computer system and network issues

Read, interpret and apply complex technical publications, manuals and other documentation

Identify data communication and information management issues and opportunities

Implement new applications and programs

Establish and maintain cooperative and effective working relationships with others

Plan and organize work

Work independently with little direction

Meet schedules and timelines

Maintain confidentiality of proprietary and confidential data and information

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology including course work in programming or network administration and five years increasingly responsible experience in the design and sharing of networked hardware and software resources in a large, wide area network environment

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Seeing to view a computer monitor

Dexterity of hands and fingers to operate a computer keyboard

Perform work which involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally