

INFORMATION TECHNOLOGY DEPARTMENT

A. JOB TITLE – SYSTEM SPECIALIST IV- NETWORK ENGINEER

B. DEFINITION

Performs a variety of network-related tasks for the Information Technologies Department.

C. EQUIPMENT USED

- Workstation and laptop computers, cable testers and diagnostic software.
- Common peripherals such as printers, modems, monitors, archiving media devices, scanners, and network devices.
- Office equipment such as copiers, fax machines, telephones, etc.

D. ENVIRONMENTAL/WORKING CONDITIONS

- The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually quiet.

E. ESSENTIAL FUNCTIONS OF THE JOB

- Acts as Network Engineer in performing duties in association with administering the City’s local area network (LAN) and metropolitan area network (MAN) as necessary.
- Network cable installation and termination.
- Configuration and maintenance of various switching, routing, wireless, firewall, UTM and Spam hardware / software.
- Assists staff in any capacity necessary to accomplish the job of serving the customers of this department.
- Provides second tier Help-Desk support to end users.
- Serves as a backup to other Information Technologies staff members.

NON-ESSENTIAL/MARGINAL FUNCTIONS

Assumes additional responsibilities as requested.

F. QUALIFICATIONS

Any combination equivalent to high school education and/or college degree in Computer Science. A minimum of 3 years’ experience with enterprise sized networks. CCNA, A+, Network+ preferred. Work experience with CAT5e, CAT6, single and multimode fiber preferred. Knowledge of Solar Winds and Spiceworks products preferred. Ability to read and understand computer documentation and various software packages. Understanding of networking protocols, firewalls, VLANs, network monitoring and various scripting languages required. Working knowledge of Microsoft Office Suite. Ability to lift and carry computers and monitors required. Valid driver’s license required.

Employee Signature

Date

Department Manager

Date