COBB COUNTY
SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Systems Engineer II, Enterprise Services	**JOB CODE:** 446G
DIVISION: Technology Services	**SALARY SCHEDULE:** Technology Services
DEPARTMENT: Enterprise Services	**WORKDAYS:** 238
REPORTS TO: Director, Enterprise Services	**PAY GRADE:** Rank G (NT07)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Responsible for the successful completion of the tasks and deliverables within the network operations organization; deploys the release of new technologies as well as designs, installs, configures, maintains and performs system integration testing of PC/server operating systems, related utilities and hardware; responsible for troubleshooting server problems as reported by users; researches, evaluates and recommends software and hardware products; supports web access and electronic messaging services and maintains a secure systems environment; provides new hardware specifications to users based on application needs and anticipated growth, installs new servers and maintains the server infrastructure.	

REQUIREMENTS:

1.	Educational Level: Associate degree (or equivalent experience) in computer science that provides the required knowledge and skills in current industry principles and practices of designing, developing, and managing enterprise-wide communications networks for both voice and data
2.	Certification/License Required: Microsoft Certified Solutions Expert (MCSE – Server), Microsoft Certified IT Professional (MCITP - Enterprise Administrator) or other relevant certification
3.	Experience: Minimum 4 years of experience in network engineering and systems administration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains and documents network configurations.
3.	Maintains and documents equipment maintenance schedules.
4.	Maintains and documents network access and control procedures.
5.	Manages network performance, acting as appropriate.
6.	Maintains historical records for network operations.
7.	Participates in the development and testing of plans to continue information systems functions in the event of a disaster that interrupts normal network operations.
8.	Participates in development and periodic testing of security processes as they relate to the network.
9.	Participates in the inspections of Software Development Life Cycle (SDLC) deliverables to provide a network operations perspective.
10.	Moderates and inspects SDLC deliverables; e.g. system and network specifications, development test plans, integration test plans, and construction elements.
11.	Provides constructive feedback and commitment to continuous improvement in district-wide quality initiatives.
12.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approved guidelines and timelines.
13.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).

14.	Provides input to performance objectives and performance reviews of subordinate personnel in the network operations organization (as applicable).
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____