EMPLOYEE NAME: _____

Revised: 2/07; 12/10; 10/12; 10/15; 10/16; 6/18;11/20;03/24

JOB DESCRIPTION

POSITION TITLE: Systems Engineer III, Network Services	**JOB CODE:** 446F
DIVISION: Technology Services	**SALARY SCHEDULE:** Technology Services
DEPARTMENT: Network Services	**WORKDAYS:** Annual Administrative Employees
REPORTS TO: Director, Network Services	**PAY GRADE**: Level F (NT06)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Responsible for the successful completion of the tasks and deliverables within the network services department; assists in the planning, forecasting, implementation, and identification of resource requirements for network systems (including wireless) of moderate complexity; participates in systems planning, system architecture design and engineering; integrates and schematically depicts systems architectures, topologies, hardware, and software into complete network configurations; evaluates new products, performs network and system problem resolution and assists in the development and documentation of technical standards and interface applications; monitors protocol compatibility, performs system tuning and makes recommendations for improvement; designs, installs, configures, maintains, and optimizes Microsoft's: Active Directory, Network Policy Server/Virtual Private Networks, Federation Services, Hyper Converge Infrastructure, Clustering Services, Hyper-V, Server Operating Systems, PowerShell, Group Policy Object, System Center Configuration Manager, System Operations Manager and other products.	
REVISON DATE(s) : 2/24	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in computer science or related field (or equivalent work experience) that provides the required knowledge and skills in current industry principles and practices of designing, developing, and managing enterprise-wide servers and operating systems
2.	Certification/License Required: Microsoft Certified Solutions Expert (MCSE - Server), Microsoft Certified IT Professional (MCITP - Enterprise Administrator), Windows Server Hybrid, Microsoft 365 Enterprise Administrator or other relevant certification
3.	Experience: Minimum of five 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; ability to thoroughly and accurately document policies and procedures

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.	Directs the activities of subordinate personnel in the network operations department.
3.	Provides input to performance objectives and performance reviews of subordinate personnel in the network operations department.
4.	Develops project plans for network operations.
5.	Writes standard operating procedures (SOPs) and maintains content of current documentation for the network and system administration.
6.	Maintains and documents system configurations.
7.	Maintains and documents equipment maintenance schedules.
8.	Maintains and documents system access and control procedures.
9.	Manages system performance, acting as appropriate.

10.	Maintains historical records for network operations.
11.	Participates in the development and testing of plans to continue information systems functions in the event of a disaster that interrupts normal network operations.
12.	Participates in development and periodic testing of security processes as they relate to the network systems.
13.	Provides direct consultation and support to projects or application developers in the areas of network configurations and operations.
14.	Participates in the inspections of Software Development Life Cycle (SDLC) deliverables to provide a network operations perspective.
15.	Researches, evaluates, and makes recommendations concerning new third-party products or industry trends which are related to network operations and the impact of using such products.
16.	Leads the development of network requirements, completes feasibility studies and provides recommendations for the Change Control Board (CCB).
17.	Moderates and inspects SDLC deliverables; e.g. system and network specifications, development test plans, integration test plans, and construction elements.
18.	Provides constructive feedback and commitment to continuous improvement in client-wide quality initiatives.
19.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approved guidelines and timelines.
20.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____