CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: NETWORK ENGINEER   JOB CODE: 1132
DEPARTMENT: INFORMATION TECHNOLOGY   DATE: 2/08
REPORTS TO: INFORMATION TECHNOLOGY DIRECTOR

JOB SUMMARY:

Designs, implements, maintains, and manages Information Technology software and hardware infrastructure.

ESSENTIAL JOB FUNCTIONS:

Works with IT team with primary responsibility for network infrastructure design and management. This includes routing and network configuration, enterprise backup and data recovery, network monitoring, wireless technology, WAN/LAN integration, security including firewall, VLAN and VPN management, e-mail services and support of mission critical applications.

Works with the IT Director on strategic planning.

Works with the IT team to resolve helpdesk issues.

Works on scheduled projects outside of regular office hours as necessary and responds to after hours emergencies.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Hardware and Software   Network Equipment   Monitoring Tools

MINIMUM QUALIFICATIONS REQUIRED:

Bachelors degree in Computer Science or closely related field plus five or more years of experience with and responsibility for both wide and local area networking and help desk support, or any combination of education, training and experience that provides the required knowledge, skills and abilities.

Licenses and Certifications:

MCSE desirable but not required.

Microsoft Exchange and SQL experience required; certification desirable but not required.

Cisco router and firewall experience required; certification desirable but not required.

PBX management experience and certification desirable, but not required.

Drivers License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

LAN/WAN network topologies and their components.

Active Directory, DNS and Domain management with group policies.

Network security and firewall management.

Computer architecture, networks and database concepts.

System setup and software installation for both desktops and servers.

Help desk and desktop software and support in a multi-site environment.

Open systems, TCP/IP, operating systems, and networking.

Keeping up with new concepts, skills, and knowledge as technology evolves.

Writing clear, concise documentation.

Office terminology, procedures, and equipment.

Skill in:

Computer systems set up and installation software for both clients and servers.

Diagnosing, troubleshooting, and implementing solutions for computer systems and software.

Providing technical support.

Mental and Physical Abilities to:

Prioritize tasks, meet deadlines, and accomplish a variety of tasks under pressure.

Read, analyze, and interpret technical and professional journals.

Define problems, collect data, establish facts, and draw conclusions.

Present information effectively in response to questions from users, vendors, and state and local agencies.

Be well organized.

Perform duties while sitting, standing, or stooping.

Have good people skills.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office, computer room, stockroom, or warehouse.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.