

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

[SENIOR] SYSTEMS ENGINEER

SALARY SCHEDULE: SSP-13

**COST CENTER: [TELECOMMUNICATIONS AND NETWORK SYSTEMS (9060)]
[INFORMATION TECHNOLOGY (9020)]**

QUALIFICATIONS:

- (1) Bachelor's Degree or Technical Institute Degree or higher in Computer Science or related field.
- (2) At least five years of experience in network systems administration and three years troubleshooting network systems.
- (3) Current Microsoft Certified Systems Engineer (MCSE) certification [in Microsoft Windows 2000 or ability to obtain within 6 months of hiring.]
- (4) Experience designing and maintaining a Windows [2000] Active Directory Structure.
- (5) Experience designing and maintaining a Microsoft Exchange [2000] Server.
- (6) Experience designing and maintaining a Microsoft [2000] DNS Structure.
- (7) Experience installing and maintaining DHCP, WINS and local caching DNS Servers.
- (8) Experience installing and maintaining Microsoft Proxy Server and/or Internet Caching appliances.
- (9) Experience designing and maintaining Microsoft Web Servers.
- (10) Experience installing, maintaining, and managing a WAN anti-virus application.
- (11) Experience installing, maintaining, and managing SMTP Mail Relay Servers.
- (12) [Microsoft Certified Systems Engineer (MCSE) in Windows NT 4.0.]

KNOWLEDGE, SKILLS AND ABILITIES:

Must be capable of learning new applications relating to District Network communications.

Must be able to coordinate with other [Desktop] Support Personnel and Systems Engineers to implement existing or new technologies on a wide area network relating to products that run on the Microsoft Networking platform.

Must have sufficient knowledge of the aforementioned applications to design, install, manage, maintain and troubleshoot these applications or systems.

Knowledge of Storage Area Network (SAN) technology and design of network storage systems. Will be responsible for transferring the existing standalone servers to a SAN storage solution and maintaining them.

Knowledge and skill in use of test equipment, tools and new technical developments needed to perform assignments. Knowledge of operation of computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relative information. Possess good interpersonal and communication skills. Ability to manage time effectively.

REPORTS TO:

[Technology Support Manager] Manager of Telecommunications and Network Services

JOB GOAL

To provide quality systems service to a wide area network environment for the District while researching and testing new technologies and solutions for future needs and growth.

SUPERVISES:

School Board Approved – July 15, 2003

SENIOR SYSTEMS ENGINEER

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist technical support personnel in managing and implementing network solutions.
- * (2) Review requirements of proposed systems and submit recommendations.
- * (3) Evaluate system performance and provide information for problem resolution.
- * (4) Demonstrate initiative in the performance of assigned responsibilities.
- * (5) Provide schedules and plans to complete tasks as required.
- * (6) Maintain appropriate records and documentation on all managed systems.
- * (7) Maintain confidentiality regarding school matters.
- * (8) Follow all School Board Policies, rules, and regulations.
- * (9) Participate in workshops and training sessions in new and existing technologies.
- * (10) Exhibit interpersonal skills to work as an effective team member.
- * (11) Keep supervisor informed of potential problems.
- * (12) Communicate effectively with staff and vendors.
- * (13) Model and maintain high ethical standards.
- * (14) Respond to inquiries or concerns in a timely manner.
- * (15) Set up and assist with necessary network systems, including security, menus, print management, database and communications.
- * (16) Train customers regarding network services of the LAN.
- * (17) Provide for one or more specialized area of applications / operating system support.
- * (18) Make decisions and set priorities within the guidelines established by the supervisor.
- * (19) Provide for a safe and secure workplace.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain positive relationships with staff and vendors.
- * (22) Participate in workshops and training sessions as required.
- * (23) Prepare all required reports and maintain all appropriate records.
- * (24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities