

**School District of Santa Rosa County  
Job Description**

**Network Systems Engineer**

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| <b>Reports to:</b> Data Processing Manager | <b>FLSA Status:</b> Exempt          |
| <b>Department:</b> Data Processing         | <b>Prepared by:</b> Human Resources |
| <b>Date:</b> June 22, 2017                 | <b>Job Code:</b> 11040              |
| <b>Position #:</b> 44166                   | <b>Range:</b> 24- 26                |

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Provide technical, tactical and strategic input on overall network planning, developing and implementation of the overall information technology goals and related projects of Santa Rosa County District Schools.
- Evaluate and recommend changes to current and future networked systems specifications to meet the goals of Santa Rosa County District Schools;
- Provide supervision of other network technicians in daily administration and troubleshooting of servers, e-mail systems, local and remote backups;
- Recommend server hardware and software configurations;
- Design Active Directory organization and Group Policies;
- Ensure proper operation of Windows 2003 based network;
- Analyze and resolve problems associated with server hardware and software;
- Troubleshoot networked systems and recommend improvements;
- Document procedures and configurations;
- Troubleshoot and configure vertical applications (e.g. Application Extender, SEMS, etc...);
- Monitor and recommend changes to ensure applications and services are protected from threats like computer viruses, Hackers, or SPAM;
- Perform other duties as required or assigned.

**Supervision Received:**

Data Processing Manager

**Supervision Exercised:**

Assigned Personnel

**Minimum Qualifications & Skills Required:**

- Graduation from an accredited college with a Bachelor's degree in Computer Science, Computer Studies, or Computer related technical degree.
- Microsoft training or certification in applicable areas.
- Microsoft Certification in both of the following can be substituted for the 4 year Degree.  
(Transcripts Required)
  - o MCSE - Microsoft Certified Systems Engineer, version: Current or most recent Windows
  - o MCT – Microsoft Certified Trainer, version: Current or most recent Windows.

- Microsoft Exchange Training or Certification. (MCSA + Messaging), version: Current or most recent release of Microsoft Exchange.
- Six years of experience in Network Administration and Support.

**Preferred:**

- Forward thinking to anticipate future needs and recommend solutions.
- Recognize problem symptoms and determine appropriate actions.
- Develop and implement solutions such as shell scripts to enhance efficiency and effectiveness of district computer services.

**Physical Demands:**

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.