

**MERCED IRRIGATION DISTRICT
NETWORK ENGINEER**

FLSA Status – Exempt

DEFINITION:

Under general direction, the Network Engineer will analyze, plan, install, evaluate, monitor, test, support, maintain, and upgrade a variety of network systems across the District. Provide highly responsible technical support to multiple District departments, user requirements analysis, systems analysis, problem resolution, evaluate and make recommendations for ongoing system development. This position will serve as an IT liaison to other departments, as well as external agencies, vendors and consultants. Position will perform related duties as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide strategic planning for District servers and network infrastructure which includes network topology (routers, firewalls, switches and VPN's), capacity planning, resource management and security measures.
- Study existing operations using new and existing technology, and recommend and implement new processes to improve efficiency, enhance security or reduce and mitigate risks
- Provide technical support by utilizing knowledge of existing technology to solve problems and support new projects.
- Keep abreast of current trends in Server, Database, Network and Security concepts and technologies.
- Monitor and fine tune server and network performance. Probe the network for new threats and risks and provide reporting, resolution and remediation steps to mitigate vulnerabilities on all District computing environments when requested.
- Review and monitor various logs kept by computer and network access control systems to detect attempts at unauthorized use, update evidentiary records per procedures, informs and escalates matters for resolution as necessary to appropriate manager.
- Plan, install, evaluate, monitor and maintain client/server operating system releases, enhancements and/or application software that reside on personal computers or on network systems.
- Evaluate new products, performs network problem resolution and assists in the development network documentation.
- Utilize current and emerging networking, communications or operating system technologies.
- Support server/network based application software products installed throughout the District including connectivity with multiple remote sites.
- Provide critical technical information and data as needed for timely management decisions.
- Perform special projects, and additional duties and responsibilities as required, requested or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

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Education:

Any combination of education and experience that would provide the required knowledge and skills may be qualifying.

- Bachelor of Science Degree from an accredited college or university with a major course work in computer science, information systems, business information systems, business administration or a related field is desirable.
- MCP, MCSE, CCNA, CCNP, A+ or other professional certifications in one or more fields of information technology is desirable.

Experience:

- Five (5) years of increasingly responsible experience designing, managing, and modifying computer networks and installing/ troubleshooting software applications and peripheral equipment.

Ability to:

- Demonstrate a strong commitment to customer service.
- Communicate effectively orally and in writing.
- Coordinate and facilitate work with others and train and guide others.
- Lift and move equipment weighing up to 60 pounds.
- Troubleshoot and perform routine maintenance on computer systems.
- Reason logically, use a variety of techniques to resolve problems, manage time and resources, concurrently handle multiple assignments and work under deadlines.
- Configure desktop computers and related peripherals.
- Work outside of normal business hours
- Learn and adapt quickly to changes in technology

Knowledge of:

- Microsoft Windows Operating Systems
- Microsoft Office Suite
- Data Communications hardware, software, protocols and technologies including switches, routers, firewalls, WAN, LAN, 802.11x, TCP/IP, Ethernet Wiring
- Security hardware and software including antivirus systems, spam filtering hardware and/or software and intrusion prevention/detection systems and Internet content filtering systems.
- Database and website technologies
- Backup and recovery technologies
- Storage area network (SAN) technologies
- Cisco VoIP technologies
- Wireless technologies
- Network management technologies
- Network security technologies
- Email server technologies (Microsoft Exchange)
- Systems documentation procedures and methods
- Systems and network security administration
- Active Directory and Group Policies

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Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

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SUPERVISION:

The position receives general supervision from the Information Technology Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.