

# **LINN COUNTY CLASSIFICATION**

**TITLE: NETWORK ENGINEER**  
**NUMBER: 093**  
**PAY RANGE: 21**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**  
**NUMBER: 2011-144**  
**DATE: May 17, 2011**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Ensures the stability and integrity of the County's data, video, and wireless network systems and services by recommending, planning, designing, and developing networks across the organization. Participates with the installation, monitoring, documenting, maintaining, supporting, and optimizing of network hardware, software, and communication links to ensure efficient and secure systems. Analyzes and resolves network hardware and software problems in a timely and accurate fashion, and provides training to IT staff and end users where required. Works after business hours on weekends or evenings when needed or necessary.

SUPERVISION RECEIVED: Works under the supervision of the Information Technology Services Director who assigns duties and evaluates performance.

SUPERVISION EXERCISED: Supervision of other employees is not a normal responsibility of this position. May assist in the orientation and training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

## 1. Strategy & Planning:

- a. Collaborate with staff to assess current, near-term and long-term network capacity and configuration needs.
- b. Create and maintain documentation as it relates to network configuration, network mapping, processes, and service records.
- c. Recommend, develop, implement and maintain policies, procedures, and associated training plans for network administration, usage, and disaster recovery. Provide "best practices" change management with associated documentation.

## 2. Acquisition & Installation:

- a. Design, recommend and install County LANs, WANs, and wireless networks, including servers, routers, switches, UPSs, and other hardware.
- b. Conduct research on network products, services, protocols, and standards to remain abreast of developments in the networking industry.
- c. Oversee new and existing equipment, hardware, and software upgrades.
- d. Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.

### 3. Operational Support:

- a. Configure networks to ensure smooth and reliable operation and monitor and test network performance, implement performance tuning, provide network performance statistics/reports and troubleshoot problem areas as needed.
- b. Ensure network connectivity of all servers, workstations, and other network appliances. Participate in managing network security solutions, system anti-virus and system anti-spam systems. Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- c. Manage servers proactively, including database, e-mail, print, and backup servers and their associated operating systems and software. Perform server and security audits, and system backups and recovery. Ensure orderly and organized server room equipment and cabling.
- d. Organize and standardize servers, network equipment, and processes so other staff can substitute during a Network Engineer absence. Document relevant information and share with team members. Document activities, activity information, and time spent into help desk software.

4. Develop and maintain effective, harmonious and reasonable work relationships with others.

5. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Knowledge, proven experience and success with network and wireless design and implementation. Proven experience with network capacity planning, network security principles, and general network management best practices. Strong, hands-on technical knowledge of network operating systems, network hardware, PC operating systems, and protocols including many of the following: Microsoft Windows servers, Microsoft Exchange, Microsoft SQL server, Microsoft Windows XP and Windows 7, Cisco routers, HP Switches, Symantec Backup Exec, SonicWALL network security appliance, Storage Area Network, TCP/IP, Active Directory, VLANs, DNS, and VMware. Skill in analyzing and fixing computer hardware, software, server and LAN problems. Ability to work with department heads and elected officials to determine their software and hardware requirements. Ability to work with minimal supervision. Ability to learn and adapt to current and changing technologies. Ability to communicate effectively, both orally and in writing, with technical and non-technical staff. Ability to establish and maintain a harmonious working relationship with elected officials, County department heads and other County employees.

EXPERIENCE, EDUCATION AND TRAINING: An Associates Degree in a computer related discipline from an accredited institution and three years experience supporting personal computers in a networked environment or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be able to pass a criminal background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds. Occasional inspection of cables in floors and ceilings may be required.