



## JOB DESCRIPTION

<b>Job Title</b>	Technology Systems Engineer
<b>Department</b>	Information Technology
<b>Reports To</b>	Technology Lead Systems Engineer
<b>Classification</b>	Non-Affiliated
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Systems Engineer will build, monitor, maintain, support, and optimize the District's information technology systems. This position will identify, communicate, and resolve information technology issues. This position advises the Director of Technology on strategic matters of significance, exercising independent judgment to secure and support the technical operations of the District and employing confidentiality and discretion regarding security and audit inquiries. This individual will also mentor and provide guidance to District Technology Department staff members.

## Essential Job Functions

- Leads the District's information technology systems management and integration in at least one area; including but not limited to finance and human resource systems, desktop and mobile devices, user account management, and network operations.
- Performs highly confidential investigations as requested by the Director of Technology or designee, including building keyword and custom queries to collect and analyze data and/or data access in multiple systems.
- Leads enterprise-wide technology-based initiatives, including training, scheduling, and coordinating technical staff to carry out the details and implementation.
- Researches, designs, manages, monitors, troubleshoots, and resolves escalated District networking, software, device and other enterprise-level systems. Gathers data, analyzes log files and reports on causes. Designs and recommends improvements to these systems for remediation.
- Acts as second and third level of support and subject matter expert for assigned areas of responsibility.
- Serves as a liaison with Technology Department staff, consultants, and vendors of assigned systems.
- Assists with account creation and improvements to District Identity and Access Management systems.
- Documents internal technical work and job processes.
- Works with a team that purchases and maintains software, hardware, licenses, hardware support contracts, and software support contracts.

- Writes and maintains custom scripts, programs, and protocols that increase system efficiency and automates repetitive tasks and data transfer between District systems.
- Works with District teams for continuous improvement efforts.
- Monitors and maintains wireless infrastructure, including analyzing equipment and traffic.
- Manages and maintains voice and video based collaborative communication systems.
- Researches, designs, manages, monitors, and troubleshoots information systems connected to physical staff and student safety.
- Creates policy and directives for cyber security and implements cyber security policies.
- Designs, maintains and supports a Campus Area Network.
- Data loss prevention policy creation and maintenance for physical devices and cloud services.
- Manages cloud-based identity and access.
- Ensures connectivity between our Business/Finance systems and our Student Information System.
- Configures and manages Single Sign On.
- Manages and maintains voice and video based collaborative systems across the district.
- Analyzes and troubleshoots wireless equipment.
- Communicates with all staff using a variety of communication methods to best meet individual needs.

#### **Ancillary Job Functions**

- Maintains professional and technical knowledge.
- Conducts technological research and program evaluations.
- Recommends strategies, policies, and procedures.
- Performs other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Information Systems or related field.
- Minimum of three years of experience with technical systems management, in a helpdesk or technical support-based role, or relevant work experience.
- Experience with cloud-based directory services and tools.
- Experience with enterprise-level operating, virtualization, and monitoring systems.
- Experience with networking protocols including OSI network layers, TCP/IP, multiprotocol routing, and network analysis tools.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years of experience in a medium to large information technology systems environment.
- Proficiency in technical writing and documentation.
- Experience in an educational setting.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to test system prototypes, document system inputs, outputs, and performance related to system design.
- Ability to work cooperatively and contribute to educational and technical solutions development with team members, staff, and students.
- Ability to read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work.
- Ability to work hours outside of school day as off-hours work will be required.
- Ability to focus on detailed work for extended periods of time.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Ability to attend off-site training and industry conferences.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.