COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: NETWORK ENGINEER

PAY GRADE: T-5

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for installation and maintenance of PC and network software. Responsible for fulfilling the duties of the central information security officer. Responsible for training PC users in the proper operation of software. Responsible for day-to-day maintenance of the network systems.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards)

1. Education or training: A.S. in Computer Science including courses in network administration or a related degree or minimum of five years' work experience with PC computer systems required.

2. Years of Experience in field: Minimum of three years' experience required, combining the following areas: evaluation, installation, and maintenance of PC computer systems; analysis of office systems; technical writing or editing; computer education or training. A minimum of two years' experience in network support required.

3. Special skills or abilities related to position: Must possess good oral and written communications skills. Ability to establish and maintain effective working relationships with department officials and other employees.

ESSENTIAL JOB FUNCTIONS:

1. Maintain and install routers, switches, servers, and other network related equipment.
2. Be the central point of contact for all information security matters as defined in the college's Information Security Procedure.

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ESSENTIAL JOB FUNCTIONS: (Continued)

3. Review logs and keep software up to date (service packs and security updates).
4. Keep abreast of new software programs and software upgrades coming on the market.
5. Assist in the re-configuration of college machines to accept new software, and/or help restructure the way in which a machine functions so that it is more efficient.
6. Evaluate PC hardware and software needs. Assist with preparation of purchase requisitions.
7. Communicate with vendors to solve problems and perform upgrades.
8. Support PC/AV technicians in diagnosing and troubleshooting PC and printer problems.
9. Troubleshoot network problems and perform routine network administrative tasks. Assist network engineer in installation of upgrades to equipment and software. Perform network security backup.
10. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The 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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

ENVIRONMENTAL CONDITIONS (CONDITIONS):

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Data Center Manager