

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: NETWORK ENGINEER

PAY GRADE: P-13

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.

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 year of 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.
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...

Revised 5-1-07
Revised 5-31-06
06/21/04

ESSENTIAL JOB FUNCTIONS: (Continued)

8. Support PC/AV technicians in diagnose and troubleshoot 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 Senior Vice President.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Light (up to 15 pounds) lifting and carrying.
- Walking.
- Standing.
- Sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(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