

TITLE: SENIOR SYSTEMS ENGINEER

JOB GOAL: To plan, supervise, and coordinate the District's computer systems; assess district-wide needs; provide comprehensive support to schools and all divisions for management and administrative information systems; design, develop and implement plans for the integration and networking of computer hardware, software, and other electronic systems into the administrative functions of the school district; operate and maintain student database systems.

QUALIFICATIONS

Knowledge of

1. Complex data communication and networking concepts.
2. Technical aspects of system design and programming.
3. A variety of computer operating systems including PC and MAC, Windows OS, Apple OS and other LAN's and WAN's.
4. Microsoft Windows Servers including DNS, DHCP, LDAP,8021.x, and network and security systems using advanced protocols.
5. Various web services including IIS, Apache, SSL certificates, HTML and ASP.
6. Data storage systems including SANs, iSCSI and SATA.
7. A wide variety of hardware and software products and services.
8. Internet connectivity as it relates to the LAN/ WAN.
9. Management and supervision, including employee selection, evaluation, and training.
10. Current computer hardware, software, systems, and equipment diagnostics.
11. Data processing capabilities and applications pertinent to school district administration.
12. School and office procedures particularly as applied to computer applications.
13. Concepts and techniques related to use of integrated database systems.
14. Problems solving methods and interpretation of operating procedures.
15. Systems analysis techniques.
16. Safety rules and regulations for this position.

Ability to

1. Design, install, implement and maintain network systems of various manufacturers
2. Perform a variety of technical and resource services in support of the installation, administration, operation, repair and diagnosis of computer networks.
3. Provide technical expertise for system and network planning.
4. Evaluate and configure software and hardware.
5. Install, repair, and upgrade computer software and hardware.
6. Diagnose software and hardware problems and provides solutions.
7. Develop and implement procedures to optimize system efficiency and performance.
8. Manage the District LAN/WAN computer network hardware and software and competently use remote communications.
9. Manage and control backup and anti virus systems.
10. Provide training and assist users district-wide with software and system problems and in the proper use of equipment and systems.
11. Maintain database inventory.
12. Perform work to meet established time lines.

Ability to: (continued)

13. Be a productive and active team member.
14. Understand complex database structures and the SQL language and script writing
15. Work with a variety of information systems and data files, including large and complex files: analyzing file structure, using and creating file layouts and transforming raw data into finished products.
16. Learn and implement Board Policies, Administrative Regulations, and District procedures.
17. Work with technical staff on advanced technical issues.
18. Work successfully with diverse groups of people.
19. Work both collaboratively and independently.
20. Communicate effectively in both oral and written form.
21. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.
23. Establish and maintain effective and continual internal communications with staff members, classified and certificated bargaining units, District and community leaders, and others contacted in the performance of required duties.

Training and Experience

1. Bachelor's Degree in computer science or equivalent education.
2. Four or more years in the management and administration of a WAN computer network and in technical user support of networked applications.
3. Microsoft Certified Network Engineer Certification or equivalent is recommended, but not required.
4. Two or more years in working with school-related student information systems and knowledge of classroom and educational applications of technology.
5. Four or more years in advanced working knowledge and extensive experience in Windows Networking Systems including Server and Workstation operating systems.
6. Advanced working knowledge and experience in Virtual server including VMWare ESX software and system.
7. Advanced knowledge working of complex database structures involving student, financial, and personnel systems using SQL language and script writing.
8. Possession and maintenance of a valid California Class 3 Driver's License.
9. A work history demonstrating dependability and reliability.
10. Advanced knowledge and experience with Microsoft Exchange Messaging system.
11. Advanced knowledge and experience with network firewalls, security systems, and protocols.
12. Advanced knowledge and experience with wireless systems using the latest operating and security protocols.

REPORTS TO: Director of Educational Technology & Information Systems or designee.

SUPERVISES: Assigned technological and clerical personnel

ESSENTIAL FUNCTIONS

1. Directs the operation of an integrated district-wide voice, video, and data communication network, maintaining hardware and software to provide computer support for all District systems.
2. Designs, installs, and maintains the District's LAN/WAN computer network hardware and software.
4. Sets up intranet and internet networks, as directed, and implements security for such including backup and virus protection.
5. Recommends procedures and policies for network usage and saving of data.
6. Assist with district-wide information technology operations using IT planning, budgeting, and management of IT resources.
7. Manages and controls the various databases of the District including student, financial, and personnel systems using SQL language and script writing.
8. Manage, maintain, and operate the exchange messaging and email system of the district
9. Coordinates and schedules various data processing services to meet the deadlines and needs of schools and departments.
10. Reviews and recommends purchases of computers, telecommunications, audio-visual, multi-media equipment, and other technology to support curriculum and instruction.
11. Keeps current in trends and research in educational technology.
12. Provides technical expertise to coordinate administrative and instructional programs for site LANs.
13. Acts as systems manager for the District to resolve site problems.
14. Provides training for instructional personnel in the use of technology.
15. Provides direction on the implementation of technology for education.
16. Coordinates communication with District and County personnel to facilitate system operations.
17. Facilitates restoration of lost or deleted data as requested.
18. Provides solutions for computer-related problems
19. Prepares and maintains records related to passwords, licenses, work orders, and other computer-related matters.
20. Provides training to system users and assists in the interpretation of documentation.
21. Consults with appropriate operating units to solve operating problems.
22. Provides technical support to operating units in installing computer terminals, microcomputers, data communication devices, and other technological adaptations for administrative systems.
23. Consults, as needed, with school planners and architects on plans and specifications for technology requirements.

OTHER FUNCTIONS

1. Participates in staffing, selection, and evaluation process of all assigned personnel.
2. Maintains effective use of assigned equipment and personnel.
3. Responsible for maintenance of software licensing and inventory.

ABILITY TO

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.

ABILITY TO (continued)

2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to thirty (30) pounds occasionally.
8. Able to carry up to thirty (30) pounds occasionally.
9. Able to operate office machines and equipment in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board's policy on Evaluation of Professional Personnel. The Director of Educational Technology and Information systems or designee will complete the evaluation.

Approved by: Board of Education
Revised:

Date: June 23, 2011
Date: October 27, 2016

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**