



City of Lake Oswego, Oregon

Job Description

NETWORK ENGINEER

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 547

Job Code: 2053

Summary

Under general direction of the Chief Technology Officer and with day-to-day technical guidance from the Network Administrator, designs, develops, implements, maintains, supervises and provides technical support for the City network.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supports technical requirements for software used by the computer user community. Implements new systems, programs and hardware upgrades. Administers email systems and monitors power usage. Identifies and troubleshoots software and network problems and/or works with service vendors and specialists for assistance. May arrange for and supervise non-city technical personnel who perform work on the City network and telecommunication systems.
2. Provides computer network administration and technical support of existing and planned networks Citywide. Supports network system users including resolving problems and making operational enhancements.
3. Tests, implements and maintains computer and telecommunication systems for the City.
4. Implements, monitors and maintains computer network security to include antivirus, data retention, and firewall and Active Directory configuration.
5. Monitors all servers and computer for operational issues and keeps all hardware current with patching and updates.
6. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Network architectures and protocols.
- Network operating systems.
- State and federal laws governing public information and privacy act.
- Detailed knowledge of computer hardware, software and peripherals.
- Project management theories and principles.
- Problem resolution techniques.
- Telephone infrastructure and communication design.
- Personal computers and related software applications.

Skills and Abilities to:

- Administer, enhance and troubleshoot network and telecommunications systems.
- Implement new systems.

- Resolve problems within, and conflict between, highly technical systems.
- Interpret technical information, writing technical reports.
- Make presentations.
- Utilize communication, interpersonal skills as applied to interact with coworkers, supervisor, the general public, etc. sufficient to perform supervisory duties, to exchange or convey information and to receive work direction.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor’s degree in Computer Science or related technical field, plus specialized training in network administration and at least five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Certifications in relevant technical technologies is desirable.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary work (IT department): Exerting up to 35 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.