

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB392 Network Engineer
POSITION #/TITLE: 2492 Network Engineer	Adopted: 02-08
	Revised: 01-09

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 14
Reports To Position #/Job Code #/JC Title: 2486/NB386/IT Operations Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Supports the city-wide network system with responsibilities for the design and implementation of all network related hardware and software.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. This classification is distinguished from Network Technicians and Network Analysts by network engineering, design and implementation concepts. Serves as project manager for all network related projects.

Examples of Essential Work (Illustrative Only)

Plans, designs and implements the City's organization-wide computer network system;
 Develops and recommends policies, procedures, and protocols to support the network operation and ensure network security;
 Researches trends and innovations in computer network operations and integrates in network plan;
 Makes recommendations to the Information Technology Operations Manager in the establishment of goals and objectives for wide area network administration;
 Monitors networking projects to ensure conformance with specifications;
 Identifies networking systems that need upgraded equipment and implements or recommends changes;
 Configures and installs network software;
 Monitors and installs data communication lines and equipment using hand tools and following vendor standards;
 Researches, tests, evaluates and recommends network hardware and software;
 Tests and evaluates hardware and software to determine efficiency, reliability and compatibility with existing systems;
 Develops and writes procedures for installation, use and problem solving of city-wide network systems;
 Performs data backups and disaster recovery operations;
 Serves as lead to network staff and technical advice to network users as problems occur;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of computer network configuration, installation and maintenance;
Thorough knowledge of the principles, techniques, procedures and equipment for the design and implementation of a networking system;
Thorough knowledge of the functions and operations of City government;
Ability to use diagnostic tools and equipment to maintain and repair computer network systems;
Ability to train others in the use of computer operations and software applications;
Ability to communicate effectively and maintain working relationships with department heads, other City employees, outside vendors and the public;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on computer operations and software applications;
Ability to coordinate the work of others;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Computer Science or a closely related field; and
Considerable experience working with computer software, hardware and operations systems, including lead/supervisory and network administration responsibilities; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Network-related certification preferred.
Valid Iowa Driver's License.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility, which permits the employee to work in a general office environment and visit other work sites in the City.