



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Network Engineer	Job Code:	7020300	Job Grade:	IT9
Reports To:	Manager Servers and Networks	Pos. No:	TBD	FLSA Code:	E
Department:	Office of Information Technology Services	Loc. Code:	2010001	SIC Code:	9311
				WC Code:	8810
Division:		CS Code*:	C	EEO Code:	C01

Summary of Functions: Maintains network systems and services, ensuring service levels are sustained, including servers, routers, switches, firewall, VPN, other IP devices, as well as all critical applications by installing, upgrading, configuring and troubleshooting as required.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Designs and documents the Local Area Networks (LAN) and Wide Area Network (WAN); tracks infrastructure system build-out status; specifies and configures firewalls, switches, and edge routers; and provides for other systems and network engineering tasks, as required; configures and installs new network hardware in support of the initiatives.	20%	E
2. Installs and configures network reporting tools and software and uses monitoring, performance analysis, network management, software and hardware to troubleshoot, isolate and resolve problems.	50%	E
3. Utilizes hardware and software tools to monitor the health of the County's internet connection, Wide-area-Network, and various Local-area-Networks. Provide vendor patches / fixes to problems; correct issues / problems with the network as they are identified.	15%	E
4. Utilizes software and hardware diagnostic tools to identify, diagnose and repair complex problems and factors affecting network performance; directs and performs all necessary information system audits to ensure service levels are sustained, systems are optimized and information systems are not compromised.	10%	E
5. Performs other duties as assigned.	5%	NE

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Bachelor's degree from an accredited college or university in

Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Four (4) years of related work experience directly involved with data network and Cisco based network equipment.

Special Requirements/Knowledge, Skills & Abilities:

Experience with Cisco network equipment, voice/data communications, network architecture and network protocols, network monitoring and alerting, firewall configuration maintenance, software updates, network traffic management and QoS configuration, DMZ configuration and management. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Required to be on call. Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Individuals must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Physical/Environmental Requirements:

On call 24/7 technical support may be required. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 20 lbs., unassisted.

Hay Points/Point Factor:

KH: FI3: 264 pts., PS: E4 (43%) 115 pts., AC: E2C 115 pts., TTL: 494 pts., KH/PS/AC: 54-23-23, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/07; 10/19/2015

Approved by Civil Service Commission on

Date 4/10/07; 8/19/2013; 10/19/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

