



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Senior Network Engineer	<b>Job Code:</b>	7019800	<b>Job Grade:</b>	IT11
<b>Reports To:</b>	Manager of Servers and Networks	<b>Pos. No:</b>	TBD	<b>FLSA Code:</b>	E
<b>Department:</b>	Office of Information Technology Services	<b>Loc. Code:</b>	2010001	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code*:</b>	A, B, C, or D	<b>EEO Code:</b>	C01

**Summary of Functions:** Provides leadership in the development, configuration, installation, administration and optimization of the County's data network infrastructure; implements improvements and enhancements which support the service goal level; and evaluates new network technologies and makes recommendations regarding the integration of these technologies into the existing network.

**Management Scope:** May occasionally supervises the activities of one to two network staff members.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Plans and oversees the design and documentation of the Local Area Network (LAN) and Wide Area Network (WAN), tracking of infrastructure system build-out status, specification and configuration of firewalls, switches, core routers, VPN concentrators, content switches, web management devices; provide for other systems and network engineering tasks, as required; researches the need and availability of appropriate hardware for project and production support; and configures and installs new network hardware in support of the initiatives.	40%	E
2. Installs, configures and manages network reporting tools and software and uses monitoring, performance analysis, network management, software and hardware to troubleshoot, isolate and resolve problems.	20%	E
3. Manages the utilization of hardware and software tools to monitor the health of the County's internet connection, Wide-area-Network, and various Local-area-Networks; oversees vendor patches and fixes to problems; correct issues and problems with the network.	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. Develops network documentation, including diagrams, Standard Operating Procedures and work instructions. Perform after hours support duties to sustain networking systems and service levels.	10%	E
6. Performs other duties as assigned.	5%	NE

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\* *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 a 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. Five (5) years of related work experience directly involved with data network and Cisco based network equipment. Must have completed CCNA or CCNP certifications.

Special Requirements/Knowledge, Skills & Abilities:

Experience with Microsoft servers, voice/data communications, network architecture and network protocols, network monitoring and alerting, firewall configuration maintenance, software configuration, network protocol traffic management and QoS configuration. 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 possess 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, et. al., 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: FI2 304 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 588 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 03/07; 10/19/2015

Approved by Civil Service Commission on

Date 4/3/07; 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.