SHAWNEE COUNTY, KANSAS
Position Description
Chief Network Engineer

POSITION NUMBER: IT1004A   **FLSA STATUS:**   E

POSITION DESCRIPTION

Under limited supervision, this position manages the staff that supports the internal Shawnee County network and related systems to provide effective services to all users. Ensures the highest level of customer service is consistently provided to include the best possible support and on-time achievement of deliverables and commitments. Performs other duties as required. This position is supervised by the Information Technology Deputy Director.

WORK PERFORMED

30%   **Network Analysis and Design.** Tracks trends and develops corrective actions or recommends new equipment/software to management to deploy and maintain network systems effectively. Determines requirements and develops plans to ensure smooth installation and documentation of new software and applications to include operating system and productivity application program upgrades, document management systems, workflow applications, network monitoring and notification platforms, etc.

25%   **Supervision of Staff.** Supervises IT staff with respect to accountability for performance and behavior, including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations, and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.

20%   **Liaison with External Departments.** Establishes procedures and guidelines for design, development, testing, implementation, and maintenance of enterprise solutions. Coordinates with department heads and staff from other departments to ascertain technology needs, develop and manage expectations, and select and implement appropriate solutions.

10%   **Quality Control.** Develops and maintains processes to identify and address user requests, troubleshoots problems, and initiates corrective actions. Oversees routine activities, helps train, and develops IT Specialists.

5%   **File Server and Network Maintenance.** Plans, organizes, and administers day-to-day operations of the network and related systems. Manages internal network infrastructure to include: router and switch configuration and management; firewall configuration and management; capacity planning; preventative maintenance; network security and application support; remote communications services; Internet connectivity and support; and internal software license compliance and library. Develops and manages deployment

and Technical Refreshment strategies for all personal computers and servers, Storage Area Networks, and network attached printers. Sets up and maintains designated file servers. Monitors server event logs.

5%   Documentation. Ensures creation of appropriate documentation for network components to facilitate effective planning, inventory, training, and troubleshooting. Creates documentation for hardware and software installation and configuration, including but not limited to: file servers, switches, routers, etc. Develops and manages annual budget to support all network functions.

5%   Continuing Education. Develops increasing knowledge and skills in network systems and technologies.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:
- Human resource management, including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Firewall configuration, management, monitoring.
- Enterprise security best practices (CJIS, HIPAA, PCI, etc.).
- Enterprise wireless deployment best practices.
- Enterprise network management best practices (planning\provisioning, monitoring, documenting).
- Enterprise virtualization best practices (planning\provisioning, monitoring, documenting).
- Network operating systems, performance tuning software, and a variety of software and network applications.
- Linux, MS Windows Desktop Operating Systems, MS Windows Server Operating Systems, MS Windows Enterprise management and deployment tools (Active Directory, WSUS, DHCP, DNS, WDS, etc.).
- Routing and routed protocols (TCP/IP, RIP, EIGRP, OSPF).
- Cisco routers, switches, and Internetwork Operating System.

Ability to:
- Plan and direct the work of others.
- Possess excellent analytical, interpersonal, oral, and written communication skills.
- Communicate effectively, both orally and in writing, using the English language.
- Research and evaluate new technologies for suitability of use in county environment.
- Exercise good judgement in solving technical issues in stressful situations, including when to involve a higher level staff member.

Skill in:
- Providing leadership and direction to employees.

PHYSICAL REQUIREMENTS

N-Never   **O**-Occasional (1%-33%)   **F**-Frequent (34%-66%)   **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					**BODY/TRUNK**					**OTHER**				
Reaching			X		Sitting			X		Driving				X
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting			X		Cramped Body Position		X		
Pushing/Pulling		X			Squatting			X		Sustained Positions		X		
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing	X				**LEGS/FEET**					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision		X			Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying			X		Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting			X		Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer	Telephone	Office Furniture
Tablet Computer	Fax Machine	Test Equipment
Printer	Photocopier	

MINIMUM QUALIFICATIONS

- Degree from an accredited college or university in Computer Science or related field. Related experience may be substituted for the required education on a year-for-year basis.

- Five (5) years' network experience including previous systems engineering, customer support, or LAN administration experience. If experience is substituted for the required education, then nine (9) years' network experience is required.

- Three (3) years' experience managing technical support staff.

- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

  o Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a background investigation, pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____   _____
Employee's Signature / Printed Name   Date

_____   _____
Administering Supervisor's Signature / Printed Name   Date

_____   _____
Appointing Authority's Signature / Printed Name   Date

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