

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Junior Network Engineer

Department: Technology

Grade K
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2023

Reports To: Senior Network Engineer

Purpose of Job

The purpose of the Junior Network Engineer is to provide general support to the Senior Network Engineer and Network Engineers regarding the administration of the technical operation and security of the network, to include but not limited to network architecture, network operations, customer technical support, and special projects. In addition, the Junior Network Engineer performs all essential duties and responsibilities as described below.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains current knowledge of “best practices” pertaining to network design and function on wired and wireless networks.

Demonstrates understanding of basic security principles and best practices when installing or configuring network equipment and services.

Maintains knowledge of wireless protocols and implementing wireless solutions in high density environments.

Collects and analyzes information for development of new networks and for modification of existing networks.

Designs and specifies networks, including installation methods, hardware, software, and procedural requirements.

Provides network users with hardware/software support and instruction on network utilization.

Performs maintenance functions on network hardware and programs; tests/troubleshoots networks for errors.

Repairs, replaces, and/or updates hardware/software.

Installs hardware and software on desktop, laptop, and computer systems.

Maintains documentation of current network design and amends documentation to include all design modifications.

Maintains a working knowledge of various computer equipment, network equipment, and software programs.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in Computer Science or Computer Networking, with one to three years of networking experience; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Active CompTIA Network+ Certification.
- Valid driver's license and the ability to provide reliable transportation to deliver equipment or provide needed services to all CMCSS locations.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the district practices as they pertain to the performance of duties relating to the position. Has thorough knowledge of practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to department operations and activities. Able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organization, human relations, and technical skills. Able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 45 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;

- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee’s Signature

Supervisor’s Signature

Employee’s Munis Number

Date

Date