
Oklahoma Bureau of Narcotics

Job Description

Job Title: Network Engineer

Department: Information Services

Reports To: Chief Information Officer

Date Completed: 07/11/2007

PART I: DESCRIPTION OF POSITION

Position Purpose: Under limited supervision, performs planning, maintenance and administration associated with the Oklahoma Bureau of Narcotics LAN/WAN deployment plans. Performs a wide range of support related to a 150 node networked organization which involves the coordination of multiple daily tasks and new projects. Strong emphasis is placed on customer service and supporting user needs.

Principal Activities: The principal activities include the following:

- Provides support of existing servers, workstations and network infrastructure by direction of Chief Information Officer (CIO).
- Analyzes servers and networks and makes recommendations for operating systems, and network management specifications.
- Identifies and defines network/server loading parameters to plan requirements, then consults with agencies and management to obtain necessary modifications for compliance with such requirements.
- Analyzes and make recommendations to the CIO on proposed enhancements to network and telecommunications components.
- Reviews technical literature and specialized publications concerning networking systems to maintain a high degree of familiarity with new developments and enhancements.
- Assists network management in identification of the potential for, and makes recommendations regarding transferability of applications systems, hardware, and/or operating systems; utilization of excess capacity, and the potential for joint development efforts among various agencies.
- Assists the Chief Information Officer in preparation of cost/benefit analyses.

- Develops and provides analysis in the preparation of standard methodologies for all phases of network operations and procedures.
- Communicates agency problems to other network personnel in order to facilitate problem resolution.
- Provides training and instruction for other network personnel, user community and new staff members.
- Conducts and/or participates in structured system walk-through.
- Confers with users to identify needs and/or discuss solutions; determines and selects access methods; evaluates existing systems and recommends necessary changes to enhance the system.
- Performs related work as required and assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

PART II: KNOWLEDGE AND BACKGROUND REQUIREMENTS

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative to the knowledge skill, and/or ability required. Applicant must have skill in gathering, organizing and presenting data to personnel with technical and non-technical backgrounds; in oral and written communication; in establishing professional working relationships; in working as part of a team; in planning for hardware or software installation; and in translating user terminology to and from network and telecommunications terminology.

Preference: Preference will be given for Microsoft Certified Systems Engineer (MSCE)

Education: Bachelor's degree (B. A. or B. S.) from an accredited four-year college or university with 24 hours in computer science.

Experience: Four (4) years of professional network engineering experience in a Microsoft Windows 2003 LAN/WAN environment.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios, proportions to practical solutions.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Literacy: Knowledge of mixed network and data processing environments; of Microsoft Windows based operating systems; of network protocols and TCP/IP addressing schemes; of communication methods of both voice and data over a WAN/MAN connection; of e-mail and group enabled applications; of technical terminology and resource; of scheduling methods; of organizing and planning preventative as well as corrective maintenance techniques; and of results expected at pre-established checkpoints.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus and the ability to differentiate colors.

Work Environment: The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to risk of radiation. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to moving mechanical parts and vibration. The noise level in the work environment is usually moderate. This position will require some travel both by private vehicle and public conveyance.