Jackson County ISD
an Educational Service Agency

Human Resources & Legal Services
6700 Browns Lake Road
Jackson, MI 49201
517-768-5200

P L E A S E   P O S T

ASSOCIATE NETWORK ENGINEER

Date Posted: April 8, 2024
Closing Date: May 10, 2024
Anticipated Start Date: As soon as possible
Department: Technology
Work Year: 52 Weeks

Summary: Provides technical support and problem resolution. Works directly with clients and Engineering team to resolve network and system issues. Supports staff training on-site or remotely as needed. Creates and revises documentation as needed.

Essential Duties And Responsibilities: Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Provides technical support and problem resolution in support of network infrastructure and system applications. Works with the Network Engineers to help seamlessly integrate infrastructure throughout the organization and local districts.
2. Identifies and provides preliminary troubleshooting of network performance issues, escalating as necessary.
3. Assists with training of technical support staff in the effective use of network tools and applications.
4. Participates in team meetings for development of long-term plans and practices.
5. Ensures that external and internal regulations and policies governing network and system security are met, including regulations concerning audit ability, e-discovery, and privacy.
6. Assists in troubleshooting and problem resolution for wireless networks, video surveillance, and access control systems.
7. Uses network monitoring tools to proactively identify problems and assist in resolutions.
8. Installs of network, servers, and security equipment.
9. Regular and predictable attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.
10. Provides backup for other positions within the engineering group.

Supervisory Responsibilities: None.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education And/Or Experience:

- Experience in current Windows, Mac, and mobile operating systems, Microsoft Office, Internet, and other productivity software applications is required.

- Successful experience administering Microsoft AD Group Policy is required.
- Associates degree in a computer related field, or equivalent combination of education, experience and/or industry recognized certifications, is required.
- Experience working with a Microsoft domain environment and systems support is preferred.
- Knowledge and experience working with Cisco network environments is preferred.
- Experience with LINUX is preferred.
- Experience with maintaining Google Apps Domain is preferred.

Certificates, Licenses, Registrations: Valid Michigan driver's license and good driving record.

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 individuals or groups. Ability to speak clearly and concisely both in oral and written communications. Excellent written and oral communication skills. Ability to read, understand, and apply information in hardware/software manuals or following computer instructions.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve problems logically.

Other Skills And Abilities: Documented/demonstrated current knowledge of desktop computers, peripheral equipment, database management, word processing, spreadsheets and open systems technology required. Demonstrated knowledge of PC basics, including technical terminology and acronyms, and working knowledge of PC systems and peripheral connectivity. Effectively manage multiple tasks, often within severe time constraints, and demonstrate effective time management skills to meet deadlines, while interacting with staff and the public related to those tasks. Strong teamwork, interpersonal communication and group problem solving skills. Ability to travel to and from work sites. Ability to work a flexible workday and workweek. Ability to exercise good judgment and make decisions in accordance with policies and procedures. Ability to work as part of a highly motivated, interdisciplinary team. Demonstrated experience in setting up, maintaining, and troubleshooting electronics equipment and networks.

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 operate a computer, view video display terminals, reach with hands and arms, sit, use hands to grip, handle or feel objects, tools or controls, talk and hear. Ability to lift up to 50 pounds, such as printers, CPUs, monitors, etc. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee will be required to use a personal vehicle to travel between various work sites within the district as necessary.

Work Environment: *The work 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.*

The noise level in the work environment is usually quiet.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to

determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. This is a 52 week position. Placement on the Technical/Operational Salary Schedule depends upon qualifications and experience; new employee salary range is $57,875 - $70,265. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

Contact: Interested parties should go to our website, https://jcisd.workbrightats.com to complete an online application.

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APPLICATIONS ACCEPTED UNTIL MAY 10, 2024

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The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

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The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.
Our work and organizational goals are driven by Five Guiding Principles:
Instruction ~ **Quality, Creativity and Relevance**
Leadership ~ **Envisioning, Engaging and Executing**
Service ~ **Listening, Caring and then Serving**
Community ~ **Collaboration and Partnerships**
Equity ~ **Inclusive, Responsive and Sincere Belonging**
Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.

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