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**FARMINGTON PUBLIC SCHOOLS
32500 Shiawassee
Farmington, MI 48336-2338
(248) 489-3356**

NOTICE OF VACANCY

Date: October 24, 2017
To: All Qualified Applicants
From: Jeff Danziger, Director, Human Resources

VACANCY **Job Code # 17-NON-08**
Network Engineer – Non Unit

SUMMARY

Provide technical coordination of network administration. Maintain the availability, functionality and performance of the network-computing environment including but not limited to voice, video, and data application utilization. Support departmental functions including support to members within the department resolving problems and ensuring delivery of high quality performance to end users.

ESSENTIAL FUNCTIONS AND TASKS

- ♦ Assist in design and implementation of network projects.
- ♦ Perform network hardware and software upgrades.
- ♦ Assist in planning, configuring and installing LAN/WAN electronic equipment.
- ♦ Assist with software, hardware, or network configuration evaluations before major software or hardware purchases are made.
- ♦ Perform testing of network software and hardware configurations.
- ♦ Perform moves, additions, and changes of user accounts for the network.
- ♦ Assist in monitoring the performance of all network servers on a daily basis to detect potential errors or problems and provides necessary prevention guidelines.
- ♦ Assist in diagnosis and resolution of equipment problems on a timely basis; arrange for additional technical support as needed
- ♦ Assist in the coordination and administration of hardware and software security procedures including but not limited to anti-virus and patch management.
- ♦ Provide ongoing support and training to users as necessary.
- ♦ Troubleshoot and resolve network communication problems.
- ♦ Participate in group, department, and organizational activities, meetings and committees.
- ♦ Assist with special projects as assigned

QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Technology or related field and a minimum of 2 years of related experience; or other equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Four or more years of related experience.
- Certification related to network administration and/or desktop/ user support preferred.
- On-call availability to handle work problems at all hours is required.

BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.
- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION:

INTERNAL APPLICANTS: Please note new application process – To apply for this position go to the website at www.farmington.k12.mi.us, Click on ‘Departments’, ‘Human Resources’ ‘Employment’, ‘Online Application’, go to the ‘Internal Applicants’ box and click on ‘Submit my Application’. Complete the application and submit as directed.

All other applicants should apply online at www.farmington.k12.mi.us. Click on ‘Departments’, ‘Human Resources’ ‘Employment’, ‘Online Application’, go to the ‘External Applicants’ box and click on ‘Submit my Application’. Complete the application and submit as directed. Any person that cannot access the internet either through your personal computer, public library or university placement office needs to contact the Human Resources office at (248) 489-3356.

SALARY RANGE: \$64,063 - \$73,673

APPLICATION DEADLINE November 1 or Until Filled

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.

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