



Job Title: **Part-Time Systems Engineer Level 1 or 2**

Department: **Information Technology**

Supervisor: **Director of Technology Engineering**

Lane Placement: **ESP Lane 6 or 7**

Schedule: **19 hours a week** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Technology Engineering and the Director of Information Technology, the Part Time Systems Engineer assists in the installation, configuration, and maintenance of the District's core technology infrastructure; Participates in support of Windows, UNIX and Mac OS server systems in the district data center and distributed at various locations throughout the District. Supports day-to-day operation of Open and Active Directory integrated networks: Server OS, Directory structure, Group Policy maintenance, Exchange Email. Works with IT support staff throughout the District to assist in supporting enterprise systems.

ESSENTIAL FUNCTIONS

- Assists in deployment of the district servers, workstations, and hosted services.
- Works directly with Systems Engineers on projects to plan and deploy district security strategies including server and workstation administration and deployment.
- Completes specific responsibilities as assigned with regard to technology systems maintenance and auditing procedures.
- Effectively communicates through written and oral means.
- Performs basic system administration on Unix, Windows and Macintosh servers and desktops, Web servers, SAN's, NAS's, infrastructure.
- Performs District-wide maintenance, repair, and support of district technology.
- Act as a back-up to other technical support staff responsibilities as needed to support the enterprise in all aspects.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a high school diploma and related experience sufficient to be able to perform job functions.

- Requires six months basic training in related technical field of study; or a corresponding number of years work experience in Information Technology with core emphasis on computer science, information technology and security.
- Actively pursuing, or currently have, Information Technology or Computer Science certifications.
- Preferred basic experience with current computer applications, anti-virus/anti-malware, DHCP, DNS, Linux, UNIX, Mac and Windows Server, Exchange Email.
- Proficiency with both the Macintosh and Windows platforms preferred.
- Interpersonal communication skills required.
- Provides own transportation to school sites and other District locations. On the job travel expenses will be reimbursed when using personal transportation.
- Requires ability to manage stress of technology emergencies.
- Requires a valid Utah driver license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of twenty-five (25) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020