

JOB DESCRIPTION

POSITION TITLE: Systems Engineer I, Disaster Recovery	JOB CODE: 446I
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Enterprise Services	WORKDAYS: 238
REPORTS TO: Director, Enterprise Services	PAY GRADE: Rank I (NT09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for the successful completion of the tasks and deliverables within the Disaster Recovery and Business Continuity organization; assists in the implementation and deployment of new releases of disaster recovery technologies; i.e. Veritas, CommVault; insures that daily system backups of mission critical systems are scheduled and completed successfully; researches, evaluates, tests and recommends application software as requested and approved for software assessment; documents approved application software for installation by the field services organization; maintains a secure application/systems testing environment; provides new hardware specifications to users based on application needs and anticipated growth.	

REQUIREMENTS:

1.	Educational Level: Associate degree or its equivalency required (2 years of exempt level experience = 1 year of college, combination of experience and education may be used to meet the degree requirement) in computer science that provides the required knowledge and skills in current industry principles and practices of designing, developing, and managing enterprise-wide communications networks for both voice and data
2.	Certification/License Required: Microsoft Technology Associate (MTA – Server, Networking or Security), Microsoft Certified Technology Specialist (MCTS – Server) or other relevant certification
3.	Experience: Minimum of 2 years of experience in network engineering and systems administration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains and documents workstation and network configurations.
3.	Maintains and documents equipment maintenance schedules.
4.	Maintains and documents network access and control procedures.
5.	Manages critical backup systems to ensure that mission critical systems are recoverable in the event of a disaster.
6.	Maintains historical records for software assessment.
7.	Participates in the testing of plans to continue information systems functions in the event of a disaster that interrupts normal operations.
8.	Tests application software for compatibility in the CCSD environment.
9.	Provides constructive feedback and commitment to continuous improvement in district-wide quality initiatives.
10.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approve guidelines and timelines.
11.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____