



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/7/2024

System Engineer

Pay Scale: B

Level: 14

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration Building

Department Overview

The Department of Digital Innovation (DDI) contributes to the infusion of digital innovation into teaching and learning, as well as the operations of LCPS, by providing leadership and support in all areas of digital innovation planning and technology resource management. DDI is committed to building a transparent open organizational environment providing students, teachers, parents, administrators, and the community with highly functional technology that is easy to use, reliable, and cost-effective to support a consistently superior level of instruction and student achievement. The Department includes the following teams: Enterprise Solutions, Digital Experience, Enterprise Resource Planning, IT Security, Infrastructure & Engineering, and IT Project Management.

Job Overview

The System Engineer designs computer network systems, oversees the installation of these networks including the servers and workstations, validates the operation of these systems, installs needed operating systems and software on these systems, and facilitates the repair of both technical networking and software related problems. Supports the enterprise network environment including Windows, Active Directory, DNS, DHCP, HyperV, SAN and related services and tasks. Works closely with the Department of Technology Services staff and the county's Department of Information Technology to ensure continuity of network systems and policies.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Designs, builds, deploys, and supports application, web, file, database and virtual servers
- Manages the accounts, groups, rights, and policies in the enterprise Active Directory
- Maintains documentation on all systems, including patch cycles, upgrade information and change management information
- Installs and maintains the operating systems and workstation software on network systems
- Assists the Systems Specialists who troubleshoot technical problems with networks, operating systems and software to successful conclusion
- Supports virtual server environments
- Supports other technology and automation projects as assigned
- Works with application owners and vendors on server related issues

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Technology field

Experience

Five (5) years of experience with the design and management of network systems

Experience servicing servers, computer systems and networks

Licenses and Certifications

Knowledge, Skills, and Abilities

- Thorough knowledge of computer network systems, hardware, software, and associated equipment and devices as applied to the requirements of Loudoun County Public Schools; of effective techniques of troubleshooting and resolving network problems
- In-depth knowledge of server hardware, operating systems such as Windows Server 2008/2012/2016, Active directory, TCP/IP, IIS, DNS, DHCP, Office 365 and other cloud services
- Ability to design, install, and maintain computer network servers
- Knowledge of Microsoft management tools as well as other management tools in the support of AD and server infrastructure
- Ability to keep current in technology developments in the field
- Good human relations and communications skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or bend and may be required to lift up to approximately 50 pounds.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.