

Job Description

Title: Telecommunications Specialist

Reports to: District Systems Analyst

General Summary: Provides support to building staff in all areas of telecommunication and video surveillance systems. Must have working knowledge of telephone systems, Voice over Internet Protocol (VoIP) telephony systems, and digital video surveillance systems. Working knowledge of local and wide area computer networks (LAN & WAN) and ability to function in a dual platform (Apple and PC) workstation environment is required.

Essential Functions:

1. Applies knowledge of transmission, broadcasting, switching, control and operations of telecommunications systems.
2. Applies knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
3. Examines and tests equipment to determine operability and conformance to specifications for all district telephone systems, analog and digital.
4. Provides technical support for District Voice over Internet Protocol (VoIP) communication systems.
5. Assembles, installs, and maintains communication equipment and related devices, such as telephone equipment, telephone/data communications lines and equipment, computer and network systems, and antennas, towers, and wireless devices using schematic diagrams, architectural drawings, testing devices and other appropriate tools.
6. Periodically reviews and evaluates telecommunication systems and recommends appropriate changes. Consults with other technology personnel on recommended changes.
7. Provides necessary training for telecommunications systems.
8. Provides desktop support to end users on Macintosh and Windows platforms as needed.
9. Installs, tests, maintains, and evaluates video surveillance systems needs. Provides support to video surveillance system users in the retrieval of systems information.
10. Works with external service providers regarding telecommunication systems within and between buildings in the District.
11. Installs and maintains necessary equipment for WAN and LAN.
12. Assumes other responsibilities delegated by the District Systems Analyst.
13. Other duties as directed by the Executive Director of Technology or his/her designee.

Qualifications:

1. Education Level: One or more years post-secondary course work in telecommunication systems and network management, computer science, or related field experience preferred. Two or more years post-secondary course work in Network management, computer science, or related field preferred.
2. Certification or Licensure: Certification in IP Telephony or equivalent preferred; A+ Certification or equivalent preferred; CompTIA Network+ or equivalent preferred.
3. Experience desired: • Two or more years experience in telephone system maintenance, • Network management, including Apple and Windows work stations, LINUX and UNIX, terminals. • Four or more years experience in large organizations with "TCP/IP", and "ethernet" networks preferred.
4. Other requirements: • Knowledge of current state-of-the-art in networking technology. • Knowledge of network cabling systems; IP Telephony, Base T, fiber optic, wireless communications, • Human relations skills, facilitating positive interactions with individuals and groups. • Knowledge of computer architecture; hardware management, memory management, peripherals.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing			x
2. Walking			x
3. Sitting		x	
4. Lifting <u>35</u> lb max.....	x		
5. Carrying <u>50</u> feet.....	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Knelling / Crouching / Crawling		x	
9. Reaching / Handling.....		x	
10. Speaking / Hearing.....			x
11. Seeing / depth perception / color.....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor. The FLSA status of this position is intended to be exempt.

Exempt Salaried Position
 12-month calendar
 Professional/Technical Pay Level J

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Millard Public Schools

Approved: June 15, 2004
 Revised: March 31, 2014