

**SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION**

TELECOMMUNICATIONS SYSTEM COORDINATOR

SALARY SCHEDULE: SSP-12

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) Associate's Degree or Technical Institute degree/certificate or higher in Telecommunications or related field.
- (2) Minimum of five (5) years successful experience in low voltage voice communication system electronics.
- (3) Minimum of five (5) years successful experience in cabling and low voltage distribution installation work including fiber.
- (4) Demonstrated ability and knowledge of intercom, telephone (PBX and VOIP) and cell phone systems used throughout the School District.
- (5) Possess a valid State of Florida Driver's License, CDL preferred.
- (6) Demonstrated ability and experience to troubleshoot communication systems in the district.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess skills in the use of test equipment, tools and technical developments needed to service and maintain systems. Ability to read and interpret drawings and specifications. Ability to organize and prioritize activities. Must effectively communicate with supervisor, associate employees, contractors, vendors and school employees. Must be able to coordinate with other Telecommunication System technicians to implement existing or new technologies in the Telecommunication field. Must have sufficient knowledge of the aforementioned systems to design, install, manage, maintain and troubleshoot these systems. Ability to organize and execute logical work sequences. Possess good interpersonal and communication skills. Ability to manage time effectively.

REPORTS TO:

Manager of Telecommunications and Network Services

JOB GOAL

To provide for the maintenance, installation and repair of all low voltage voice communication and information transport systems within the District (Includes Telephone Systems, Intercom Systems and mobile phone systems).

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1.) Install, maintain and repair intercom systems, telephone systems, and public address systems.
- * (2.) Issue and support mobile telephone devices.
- * (3.) Install, maintain and repair other low voltage equipment as required.
- * (4.) Provide for moves and changes in low voltage voice communication systems.
- * (5.) Operate electronic test equipment to diagnose equipment or system failures.
- * (6.) Install rigid, EMT or PVC conduit where needed.
- * (7.) Perform minor programming functions as required.
- * (8.) Install cable, coax, wire, electronic boards and electronic cabinets as required.
- * (9.) Maintain an inventory of parts and materials as needed.
- * (10.) Assist other crafts of the department as needed or assigned.
- * (11.) Demonstrate initiative in the performance of assigned responsibilities.

TELECOMMUNICATIONS SYSTEMS COORDINATOR (Continued)

- * (12.) Provide for a safe and secure workplace.
- * (13.) Model and maintain high ethical standards.
- * (14.) Follow attendance, punctuality and proper dress rules.
- * (15.) Maintain confidentiality regarding school matters.
- * (16.) Maintain positive relationships with staff and vendors.
- * (17.) Participate in workshops and training sessions as required.
- * (18.) Communicate effectively with staff and vendors.
- * (19.) Keep supervisor informed of potential problems or unusual events.
- * (20.) Respond to inquiries and concerns in a timely manner.
- * (21.) Prepare all required reports and maintain all appropriate records.
- * (22.) Follow all School Board policies and department policies and procedures.
- * (23.) Exhibit interpersonal skills to work as an effective team member.
- * (24.) Demonstrate support for the School District and its goals and priorities.
- * (25.) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities