

**JOB TITLE: TELECOM SPECIALIST**

**JOB DESCRIPTION:**

This employee is responsible for assisting in coordinating and performing the districts telecommunications moves, adds, and changes, acting as liaison between the telephone operating companies and interconnect companies in matters dealing with the district's telecommunications needs, and providing technical expertise to assist in networking needs for the district.

Duties of this position include but are not limited to:

1. Assisting in coordinating, reviewing, and performing all moves, adds and changes required dealing with the districts telecommunications needs.
2. Assisting in coordinating, reviewing and performing repair services as needed.
3. Assisting in reviewing, ascertaining accuracy, and recommending payment of invoices submitted by interconnect companies for services rendered.
4. Assisting in the overseeing and coordinating of assigned telecommunications activities within the district.
5. Assisting in recommending improvements to enhance the technical capabilities of telecommunication systems and reduce operating costs.
6. Assisting in maintaining a preventative maintenance program for all School Board owned telecommunications equipment.
7. Assisting in maintaining a formal system of evaluating all telephone systems and materials used by telecommunications for the district
8. Assisting in developing and implementing a systematic staff development program for updating and improving the skills of telecommunications personnel.
9. Assisting in supervising and evaluating telecommunications personnel.
10. Assisting in maintaining records and preparing required reports relevant to the operations of telecommunications.
11. Assisting in writing technical specifications.
12. Assisting in maintaining the districts call accounting system.
13. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Experience in general telecommunications.
2. Experience in installing and maintaining ether computer networks.
3. Experience in optical fiber.
4. Ability to work effectively with personnel on all levels.
5. Ability to supervise personnel.
6. Demonstrated record of safe driving.
7. Appropriate valid Florida driver's license for vehicle(s) driven.

**DESIRED QUALIFICATIONS:**

1. Minimum 5 years general telecommunications experience.
2. Minimum 5 years experience installing and maintaining ether computer networks.
3. Three years optical fiber experience.
4. NEAX 2400 IMG factory certification.

5. NEAX 2400 experience.
6. Microwave experience.