

COORDINATOR OF TELECOMMUNICATIONS

GENERAL RESPONSIBILITIES

The position is responsible for planning, designing, implementing and supporting maintenance of all VBCPS telecommunications systems and services. The position provides leadership and coordinates staff development for the telecommunications team. This is a senior administrative and technical position and the employee is responsible for keeping abreast of changing technology and the convergence of data and voice systems.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage telecommunications systems and develop long-range goals and objectives as it relates to trends and issues in the industry.
- Analyze, design, and manage projects as they relate to telecommunications systems.
- Plan systems implementation projects throughout the school division; provide overall coordination and project direction on major technical acquisitions, implementations and conversion efforts.
- Oversee the preparation and submission of the annual filing of Universal Service Fund (USF) reimbursement applications for various eligible telecommunication services; keep abreast of rules and regulations as they relate to USF.
- Prepare fiscal budgets and forecasts for assigned area; develop RFPs and Bids as required.
- Manage contracts for telecommunications services, Customer Premise Equipment (CPE) procurement and maintenance, and other related contracts as appropriate.
- Develop, evaluate and manage service-levels for both vendor contracts and internal support needs.
- Review and evaluate technology operations within individual schools and departments; plan for upgrades and configuration changes.
- Evaluate technical support functions on a continuing basis; identify new methods, practices and equipment and recommend the implementation and/or purchase of such.
- Collaborate with building principals and department heads to coordinate technical support functions and determine needs.
- Lead and support technical staff and contracted personnel.
- Develop and administer training to school division staff on telecommunication systems.
- Assist with screening, interviewing and recommending qualified candidates.
- Serve on committees and participate in meetings regarding long and short term technology planning.
- Maintain records and prepare necessary statistics and reports related to the division's overall telecommunications operations.
- Maintain advanced knowledge of telecommunications platforms.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of the operation, uses and capabilities of telecommunications equipment, systems and services. Must have the ability to establish and maintain effective working relationships with associates and users; ability to prepare reports and communicate technical information effectively both orally and in writing; ability to communicate effectively with vendors, users, analysts, and management, both written and oral form; ability to read and comprehend complex technical material: ability to perform statistical analysis and provide recommendations. Must be able to demonstrate leadership and project management skills.

EDUCATION AND EXPERIENCE

Bachelor’s degree and applicable telecommunication industry certifications required. Minimum of six (6) years of experience in the telecommunications field including operating, installing, or maintaining PBX, VOIP customer premise systems, enhanced applications such as ACD and IRV, and installing, configuring Centrex, PRI, and POTS services required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA status: Exempt	Description: Rev. 6/2012
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