

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **TELECOMMUNICATIONS SPECIALIST**

#### **QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Four (4) years of appropriate experience.
- (3) Appropriate college course work or vocational/technical training may be substituted at an equivalent rate for the required experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Technical knowledge of computers and communication systems. The ability to analyze and diagnose computer and telecommunication problems; and the ability to install, repair, and maintain computer operating systems and software.

#### **REPORTS TO:**

Director, Management Information Systems/Technology

#### **JOB GOAL**

To increase the operational effectiveness and efficiency of the District's telecommunication network systems in an effort to maintain optimum usage.

#### **SUPERVISES:**

Not applicable.

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Reads and interprets circuit diagrams and electrical schematics.
- \* (2) Develops and implements procedures for the repair of computer equipment.
- \* (3) Analyzes performance systems and implements changes to the overall network system to improve its performance.
- \* (4) Deals with vendors regarding equipment, network and software problems.
- \* (5) Inspects computer equipment, diagnoses problems, and initiates repairs.
- \* (6) Installs, tests, troubleshoots, and repairs communication lines and equipment.
- \* (7) Identifies and repairs complex network problems.
- \* (8) Troubleshoots computer system and network problems.
- \* (9) Splices and installs fiber optics and coaxial cable.
- \* (10) Calibrates test equipment.
- \* (11) Organizes and executes control functions including input-output validation and quality control.

**TELECOMMUNICATIONS SPECIALIST (Continued)**

- \*(12) Maintains switching equipment and performs routine hardware and software maintenance.
- \*(13) Maintains inventory and keeps track of repairs.
- \*(14) Repairs and operates video multiplexers.
- \*(15) Installs, maintains, tests, analyzes, modifies and/or corrects operating system software.
- \*(16) Consults with users to design, develop, and implement systems based on user's requirements; as well as investigates and resolves reported computer equipment problems.
- \*(17) Assists users in planning, installing, and operating local area networks.
- \*(18) Researches new products, and maintains up-to-date knowledge about systems software and computer equipment supplied by the manufacturer.
- \*(19) Initiates and implements a preventive maintenance program for computer equipment.
- \*(20) Performs other incidental tasks consistent with the goals and objectives of this position.
- \*(21) Ability to work in a constant state of alertness and safe manner.

**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 appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8  
Group 8 of the ESP Salary Schedule  
DOE Job Code 82032**

**Revised Board Approval 04/11/2017**