

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Telecommunications Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	061 OTBS
REVISED	October 15, 2002		

BASIC FUNCTION:

Plan and coordinate methods for implementing and maintaining cost effective telecommunications services.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Plan, coordinate, implement, and administer the district telecommunications system, including equipment such as telephones, cellular phones, pagers, and data lines and the development of technical specifications. **E**

Research telecommunication systems and services to determine and recommend long-range plans for the most efficient and cost effective systems and services. **E**

Recommend policies for telecommunications management; prepare technical specifications and submit applications and bids/contract documents to maximize savings available through telecommunications programs. **E**

Administer special rate telecommunications services and contracts. **E**

Serve as district liaison with telecommunication service providers; recommend, develop, and submit district standards for building design and concepts to effectively include telecommunications and data systems. **E**

Develop and maintain computerized record keeping system for district-wide telecommunications management and prepare various related reports as required. **E**

Coordinate production of district telephone directories; monitor all district telecommunications billings to monitor usage, detect billing errors, and ensure utilization of the most cost effective contracted services. **E**

Assist with developing and monitoring district budget for telecommunications services. **E**

May review and recommend potential funding sources.

Attend seminars, workshops, and presentations to remain current in latest techniques and technologies. **E**

Participate in selecting, training, and coordinating the work of assigned staff. **E.**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in telecommunications, business administration, or other directly related field, and four years of recent, increasingly responsible experience in telecommunications systems.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Telecommunication systems, technology, and services, including principles and procedures.
Budgeting principles and procedure.
Technical aspects of field of specialty.
Computer hardware and software applications.
Reading and writing English communication skills.

ABILITY TO:

Analyze data.
Exercise sound judgment in making recommendations.
Communicate effectively with all levels of district staff
Operate standard office equipment including microcomputers and related software applications
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.30.04—PeopleSoft

Job Code 7176

PH