

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED AUGUST 2013
RANGE: 55.0
CLASSIFIED
CODE: 2, 4**

TELECOMMUNICATIONS SYSTEM SPECIALIST

DEFINITION

Under the direction of the Coordinator Network Operations, the Telecommunication Systems Specialist will provide technical expertise in the design, installation, integration and maintenance of telecommunication infrastructures for the Kern County Superintendent of Schools Office (KCSOS) and other school districts, both local and statewide;

provide daily operational support and training for voice and data communication systems relating to local-area and wide-area networks;

work closely with Building Engineers, Maintenance and Operations, and Facilities Department staff to plan and provide quality voice infrastructure;

provide assistance to various Kern County School Districts in the area of telecommunications.

EXAMPLES OF DUTIES

The Telecommunications Systems Specialist will assist with telecommunication needs for KCSOS and other school sites and will be responsible for receiving and evaluating calls for service from staff and customers of KCSOS;

provide technical expertise and support during appropriate telecommunication, local and wide area network installations and inspections;

install telecommunications and LAN/WAN connections, patch panels, 110 and 66 blocks, perform punch downs and cross-connects, via copper wire connections, to main and intermediate distribution frame concentrators, hubs and switches;

work with KCSOS engineering staff and external technical consultants to ensure effective voice support for large-scale projects;

install fiber jumper connections for expansion of voice and data networks for KCSOS and other school sites;

program, install, maintain and integrate electronic telecommunication and data equipment for access to voice and data networks;

troubleshoot associated equipment and circuits in both types of networks;

program and manage, on a daily basis, various types of telecommunication switches including their associated voice mail systems;

maintain detailed records relating to system configuration and daily operation;

order, monitor and support a variety of circuits pertaining to all public telecommunication portals to and from KCSOS via various telecommunication vendors and school districts;

must be able to work under scheduled deadlines while creating and maintaining effective working relationships with service providers, vendors, contractors, and school district representatives;

act as a liaison between service providers and school districts.

QUALIFICATIONS

Knowledge of:

Telecommunications services and rate structures;

Intuity system and the Audix voicemail;

Difinity PBX, Avaya TDM and Avaya Partner phone systems;

set up and maintenance of Centrex Lines;

a variety of types of telecommunications equipment and programming and voice messaging systems;

state-of-the-art telecommunication, data and video distribution network design;

telecommunications technology and equipment specifications;

data communications equipment such as, routers, switches, hubs, and dsu/csu's;

industry standard specifications for various types of cabling, such as category 5, fiber optic, and coaxial cables;

possess knowledge of and willingness to stay abreast of trends, innovations and practices in telecommunications, networking technology, school construction and faculty related issues.

Ability to:

Communicate effectively in public, in conference, and in written materials;

function in a highly complex, ever changing , environment;

maintain excellent organizational and record keeping skills;

demonstrate experience in the ability to coordinate, plan, present and consult on solutions to telecommunication and data network issues;

Experience:

Minimum of three (3) years of experience working with cable installations, cable management systems and related equipment design for voice and data circuits;

must be experienced in troubleshooting procedure of voice or data circuits from equipment closet to the desktop and from the vendor to the client;

must be experienced in the daily operation and maintenance of telecommunication switches and their associated voice mail systems;

must be experienced in the programming, management, installation and maintenance of equipment utilized for telecommunication and WAN/LAN connectivity;

must be experienced in ordering, follow through to installation, and troubleshooting of all types of telecommunication circuits used in both voice and data networks.

Education:

A four-year college or university bachelor's degree in business administration or computer science is highly desirable;

however, equivalent experience in an applied setting regarding the above information can be substituted for the college degree;

training in the operation and daily management of telecommunication equipment is highly desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

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