

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER OF TELECOMMUNICATIONS

Required Qualifications:

- A.A. or A.S. Degree in related field
- Minimum of five (5) years of telecommunications experience
- Experience with computers, Private Branch Exchange (PBX) systems, automated voice software, wide area networks, routers and Internet Protocol (IT) telephony
- Three (3) years of supervisory experience
- Ability to work effectively with coworkers and the public
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license

Performance Responsibilities:

- Support the voice and data networks of the school district buildings by installing, maintaining, and repairing telecommunications equipment.
- Manage the day to day operations of the district's telecom systems and staff
- Research, evaluate, engineer and implement the district's telecommunications systems
- Install, maintain, and repair the district's telecommunications systems
- Manage the completion of repairs, moves, adds and changes of service requests
- Coordinate with service providers and monitor monthly billing
- Manage the supply and equipment purchase orders for the district's telecom needs
- Plan, coordinate and implement the telecommunications needs for the district's work centers
- Assist in the preparation of the district E-rate submissions to the Schools and Libraries Division (SLD)
- Co-manage with the Network Coordinator the district's wide area network
- Manage district voice/data cable infrastructure
- Provide backup for the Supervisor of Technology and Information Services during absences
- Perform other duties as assigned by the Supervisor of Technology and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

77532

Board Approved: 09/03/02

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 8/16/16, 12/10/19