

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV – TELECOMMUNICATION SERVICES

Reference Code: A712

Division: Technology and Information Systems Services

Classification: Professional Technical

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to plan, organize, and oversee operations and activities of the Telecommunication Services department including the installation, maintenance, and repair of Clark County School District telephone systems. This position is directly responsible to the Chief Technology Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitor and participate in daily telecommunication operations and assist personnel with telecommunication issues and decisions; ensure department activities comply with applicable laws, regulations, policies, and procedures.
2. Coordinate personnel, communications, and resources to ensure smooth and efficient department activities and meet District telecommunication needs.
3. Collaborate with outside equipment vendors and service providers to ensure proper and timely delivery of supplies and services and completion of projects; visit sites to conduct inspections.
4. Provide technical information and assistance to assigned personnel and department representatives regarding telecommunication functions.
5. Monitor activities to ensure accuracy of programming and installation; recommend improvements and changes, as appropriate.
6. Assist in the formulation and development of policies, procedures, and programs; assist in developing Request for Proposals for telecommunication systems.
7. Prepare and maintain a variety of narrative and statistical reports, records, and files related to personnel and assigned activities; maintain telecommunication databases, warehouse inventory spreadsheets, personnel performance information, purchase requisitions, and other required documentation; prepare telecommunications system specifications, as needed.
8. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
9. Ensure department activities are appropriately aligned with District telecommunication needs; make departmental decisions to enhance current performance.
10. Monitor and assess designated telecommunication programs, systems, functions, and opportunities for effectiveness and operational efficiency.
11. Provide recommendations concerning the selection, implementation, and modification of telecommunication carriers, programs, systems, and related activities.
12. Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
13. Train and evaluate the performance of assigned staff.
14. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of Telecommunications Services Department operations and activities.
2. Knowledge of practices, procedures, and techniques involved in the installation, maintenance, and repair of telephones and other telecommunication systems.
3. Knowledge of requirements for implementing and improving District telecommunication systems and activities.
4. Knowledge of telecommunication industry electronics, systems, and codes.
5. Knowledge of theory, programming, and operation of digital telecommunication systems.
6. Ability to communicate effectively both orally and in writing.
7. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.

8. Ability to research and prepare background information for telecommunication application and development.
9. Ability to collaborate with outside equipment vendors and service providers to ensure proper and timely delivery of supplies and services and completion of projects.
10. Ability to conduct site visits for inspections.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in business administration, computer science, or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Four (4) years experience implementing telecommunication systems including one (1) year in an educational setting.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.