

Franklin County Board of Commissioners Classification Specification & Job Description

CLASSIFICATION TITLE:	CLASS NUMBER:	<u>FLSA</u> :	
Telecommunications Coordinator	30302	Non-Exempt	
AGENCY/DIVISION:	JOB TYPE:	PROBATION PERIOD:	
Public Facilities Management	Full Time, Classified	180	
BARGAINING UNIT:	PAY GRADE:	POSITION CONTROL #:	
Non-Bargaining	N13	032610	
POSITION LOCATION:	TYPICAL WORK SCHEDULE:	SUPERVISOR (PCN):	
373 S High Street, Lobby, Columbus, OH 43215	Monday – Friday 8:00 AM – 5:00 PM	IT Project Manager (032600)	
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:			

CLASSIFICATION PURPOSE:

The primary purpose of the Telecommunications Coordinator classification is to supervise telecommunications technical staff, maintain telephone and voicemail systems and to respond to and correct problems related to both systems.

Oversee and direct telephone technician in the performance of their duties (e.g., repair, move, add and change). Prepare performance evaluations. Conduct training. Assist supervisor in interviewing new employees. Enforce department rules and regulations and make supervisor aware of discipline and performance problems. Assist in the implementation of all safety practices and safety training. Answer technical questions. Troubleshoot, diagnose, and repair electronic and telephone equipment. Coordinate equipment installations with the telecommunication provider. Diagnose equipment failures and software problems. Assist in the preparation of bid specifications. Train end users on county network communications and equipment operations. Maintain cable records and telephone number locations for county buildings. Prepare reports and maintain files and records on telecommunication operations. Attend meetings in support of agency's requests for telecommunication needs. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; supervision; safety practices; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and valid conclusions; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational coursework with five (5) years of telecommunication or related experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, and to act on employee problems

UNUSUAL WORKING CONDITIONS:

Acknowledgement of Receipt:		
I acknowledge that I have received a copy of m	ny position description and can perform the essent	ial functions of the job duties as
described in the position description.		
Employee Name	Employee Signature	Date