

## JOB DESCRIPTION

### DATA COMMUNICATIONS SPECIALIST

Class Code: 7522

**TITLE:** Data Communications Specialist  
Grade 28 Salaried Classified Salary Schedule

**REPORTS TO:** Director Technology

**SUPERVISES:** N/A

**JOB FUNCTION:** Plan and coordinate network development and maintenance of the voice and data transmission facilities and voice and data communications equipment making up the District telecommunications network; direct and coordinate the installation, maintenance and operation of network telecommunications equipment for data and voice communications; maintain knowledge of current technology requiring modifications to the existing voice and data and communications systems.

#### DUTIES AND RESPONSIBILITIES:

- Plan and coordinate the system development and maintenance of the telecommunications network, ~~and coordinate the operations and maintenance of building networks as well as Wide Area Network facilities.~~
- Direct and coordinate the installation, maintenance and operations of telecommunications equipment for district and building networks.
- Assist in the selection of the most efficient equipment for network telecommunications needs and assure proper interface with equipment on the networks.
- Interface with information services personnel and maintenance technicians to determine the most efficient methods of implementing network hardware/software and to determine appropriate preventive maintenance procedures for telecommunications networking equipment.
- Implement and maintain reports and statistics that measure operating conditions of the data telecommunications systems and analyze same for corrective action.
- Plan, coordinate, and administer the district's E-Rate program, receiving, processing, and evaluating information in an accurate, timely manner and providing USAC with full, correct information, while remaining current on program changes and compliance with program rules.

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#### DUTIES AND RESPONSIBILITIES (CONT.):

- Provide oversight of telecommunications contractors performing ~~network wiring~~ installations and repairs. Evaluate performance and prescribe corrective actions needing accomplishment.
- Maintain a working relationship with other District personnel regarding telecommunications technology with a view towards future enhancements to the network telecommunications system.

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#### DUTIES AND RESPONSIBILITIES (CONT.):

- Maintain knowledge of current technology requiring modifications to the existing telecommunications system and assist with training of school and office personnel.
- Perform other duties as assigned.
- Maintain regular attendance.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Voice and data communications networks.
- Equipment and software communications networks.
- Testing and measurement equipment used for communications networks maintenance, repair and modification.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned program and activities.
- Laws, rules and regulations related to assigned activities.
- Inventory methods and practices.
- Record-keeping techniques.

#### ABILITY TO:

- Plan and coordinate the network design and maintenance of the telecommunications equipment within the district voice network, Local Area Networks and the district's Wide Area Network.
- Assure proper interface with all networking equipment, software and equipment on the network.
- Maintain knowledge of current technology requiring modifications to the existing district telecommunications system.

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- Install, maintain and repair data communications equipment and networks.
- Order parts and equipment according to established procedures.
- Analyze fault situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

### EDUCATION AND EXPERIENCE:

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- ~~Preferred~~ Bachelors degree required ~~in Data Communications or a related field~~ (plus four years of direct telecommunications experience ~~may be substituted)~~ and three years experience in data communications and data systems design.

### LICENSES AND OTHER REQUIREMENTS:

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- Valid Kentucky Driver's License.

*Original Date: 11/2000*

*Revision Date: 07/2006*

*Revision Date: 07/2011*

*Revision Date: 07/2012*

*Revision Date: \_\_\_\_\_*