

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

COMPUTER OPERATIONS/TELECOMMUNICATIONS COORDINATOR

DEFINITION

To plan, coordinate and maintain computer operations scheduling and administer district telecommunications system.

DISTINGUISHING CHARACTERISTICS

Work assigned to this class can be distinguished from lower levels by responsibilities which are more varied, more detailed, and progressively more technical. Incumbents assigned to this class are expected to operate with initiative and independence within established guidelines. Appointment to this class required that the incumbent perform the full range of duties with independence and meet the qualification standards of the class.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Director of Technology and the Information Services Director.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following.

Plan, organize and coordinate computer operations activities. Establish yearly calendar for computer operations department according to semester, trimester and summer school needs for student system master schedule, grades, progress and attendance. Schedule computer operations and work flows to meet established deadlines. Prepare computer operations documentation and procedures for accuracy and timeliness. Review monitor and audit operations work flow for efficiency. Identify and correct errors in operations. Assist in training and management of computer operations procedures. Participate in user meetings to decide on improvements to systems, schedules and operations. Participate in planning and implementing systems and applications programs to facilitate operations accuracy and efficiency. Oversee maintenance of supplies inventory and orders of operational materials. Prepare computer operation reports as required. Operate computer and peripheral equipment as necessary. Plans, coordinates, implements, and administers the district telecommunications system, including telephones, data lines and voice-mail. Plans and coordinates methods for implementing and maintaining cost effective telecommunications services including DAS tracking and preparation of back-up for E-Rate application. Supervises telecommunications technical support technicians. Researches telecommunications systems and services to determine and recommend long-range plans for the most efficient and cost effective systems and services. Recommend policies for telecommunications to maximize savings available through telecommunications programs. Administer special rate telecommunications services and contacts. Serve as district liaison with telecommunications service providers. Develop and maintain

computerized record keeping system for district-wide telecommunications management and prepares various related reports as required. Coordinate production of district telephone directories. Monitor all district telecommunications billing to monitor usage, detect usage, detect errors, and cost effectiveness of contracted services.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Prepare specifications for telecommunications contracts. Assist with reviewing, developing and monitoring district budget for telecommunications services. Attend seminars, workshops, and presentations to remain current in latest techniques and technologies. Participate in selecting, training, and coordinator the work of assigned staff; perform other duties reasonably to the job class.

QUALIFICATIONS

Knowledge and Abilities

Knowledge of modern electronic data processing equipment, principles, methods, and procedures. Knowledge of principles of supervision, training, and organization. Ability to formulate and carryout long-range and short-range plans and schedules to meet deadlines. Ability to prepare and present clear, complete and concise reports. Ability to plan and coordinate computer productions and to work effectively under time pressures. Ability to maintain cooperative working relationships with others. Knowledge of telecommunications systems, technology, and services including principles and procedures; skill in analyzing data; ability to exercise sound judgment in making recommendations; skill in communicating effectively with all levels of district staff, telecommunications service providers, and other agencies; knowledge of budgeting principles and procedures; and knowledge of and skill in the use of computer hardware and software applications; possession of a valid California drivers license and availability of private transportation for job use (mileage expense allowance provided).

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience

Four years of increasingly responsible experience in telecommunications.

Training

Graduation from high school, supplemented by a training program or college courses.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

BOARD APPROVED: February 11, 2003