



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Data Communications Specialist**
 Job Family: **Information Technology**
 Prepared/Revised Date: **October 23, 2018**

FLSA Status: **Classified Exempt**
 Pay Range: **IT83Y**
 Job Code: **38220**

SUMMARY: Responsible for leading, managing, prioritizing coordinating, designing, planning and implementing voice telecommunication systems and related projects with minimal supervision. Train employees and support staff in the use of communications equipment and systems, including data network systems, voice terminals, and personal computer applications. Manage PSD's E-Rate Program. Perform routine moves, adds, and changes for network and phone connections.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. In coordination with district staff, contractors, architects, vendors, and service providers, gather requirements, architect, plan, implement, modify, test and maintain upgrades and new installations of voice/data infrastructure (including VoIP, Unified Communication, PBX, voice gateways, voice switches, call routing and management, voicemail systems, call accounting, E911, network switches, routers, hubs, terminal servers, multiplexors, DSU/CSU units, modems, and stations), and structured network cabling systems and wiring (including fiber-optic, CAT5E/CAT6, multi-pair backbone copper cable) within both existing and new construction sites.	D	35%
2. Advise management for long range planning on industry and technical trends, architecture designs, district needs, budget requirements, and operational performance of above listed technologies and systems.	D	20%
3. Lead, manage and prioritize assigned projects, actively participate on project teams and contribute to overall project team objectives; provide expertise, document processes.	D	10%
4. Represent district in coordination with Purchasing and Contracts on vendor selection and management. Coordinate with service providers, vendors, and staff on billing, estimating, budgeting and support needs of above listed technologies and systems.	D	10%
5. Troubleshoot, perform root cause analysis, and resolve issues for voice telecommunications systems and related WAN and LAN network segments, including fiber laterals and locate services.	D	5%
6. Perform routine moves, adds, and changes for network and phone connections.	D	3%
7. Train staff in the use of communications equipment, including data network systems, voice terminals, and personal computer applications.	D	3%
8. Attend work and arrive in a timely manner.	D	1%



9. Develop and maintain working knowledge of telecommunications, Unified Communications, network, security and industry trends relevant to job role and in support of district needs, initiatives, and strategic direction.	W	4%
10. Manage E-Rate program, maintain documentation of all systems, support processes, and account/vendor information.	W	2%
11. Track and manage changes.	W	1%
12. Work on call for voice systems, network and locate emergencies when necessary.	M	3%
13. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree in information technology, computer science, or a related field
- Three to five years of experience in a related position
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Industry and vendor certifications a plus, such as BICSI ITS, CompTIA A+, CompTIA Network+
- Valid Colorado driver's license
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Strong customer service skills
- Basic math skills
- Strong organizational, project and time management skills
- Advanced knowledge of TCP/IP protocols; IP addressing/sub-netting; Voice-over-IP (VoIP) and Unified Communications (UC) standards, BICSI standards, and data/voice test equipment/procedures
- Familiarity with Windows OS (8.1, 10) and ability to use a wide variety of applications, including common productivity tools and specialized management tools
- Advanced knowledge of telephone switch operation and adjunct systems
- Ability to read and interpret schematics and technical data
- Ability to work within an environment of limited resources and urgent deadlines
- Ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to write clear and accurate documentation at both the end-user and the technical levels
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of Wide Area Network (WAN), Local Area Network (LAN) and voice telecommunication systems
- Operating knowledge of and experience with hand tools, test equipment and ladders



- Operating knowledge of and experience with personal computers, peripherals, media equipment, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance			x	
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct				x
Compute		x		
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		x		
Work near moving mechanical parts		x		
Work in high, precarious places		x		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock			x	
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	