

CLASSIFIED JOB DESCRIPTION

COMMUNICATIONS TECHNICIAN

JOB SUMMARY:

Under general direction, performs technical, graphic, and administrative support for the Information Technology Services Department.

ESSENTIAL JOB FUNCTIONS:

- Provides direct administrative and technical support for Director, managers and supervisors.
- Coordinates telecommunication systems installation and repairs at all sites.
- Conducts training sessions for NEC telephone and Octel voicemail use.
- Provides technical programming changes and support related to telephone service.
- Provides computer graphic support for the Publications Department.
- Maintains supervisor's files, including confidential files.
- Designs spreadsheets, newsletters, fliers, and brochures as needed.
- Reviews absence records, processes Special Leave forms, travel requests, reimbursements, internet applications.
- Prepares Board Agenda items, compose letters, memos and reports.
- Learns new software programs, training or skills required to keep up-to-date in the current job.
- Orders office supplies and materials for department and other District staff.
- Researches information for supervisor and other administrators for use with reports, budget preparation, etc.
- Screens visitors, telephone calls and mail.
- Initiates work that keeps the office running more smoothly, develops procedures.
- Prioritizes duties and possible duties of other office staff (delegating).
- Coordinates arrangements for meetings, inservices (including, but not limited to, room reservations and notification to participants)
- Types various forms that have not yet been computerized
- Handles the administrative details not requiring the immediate attention of the administrative head.
- Gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary.
- Provides extra support - time, effort, or whatever is required to accomplish department goals.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of programming and maintenance of NEC telephone systems, Octel voicemail, and Mutare software.
- Evidence of three years successful full-time technical and secretarial experience.
- Knowledge of department office practices and procedures in both Mac and IBM platforms;

COMMUNICATIONS TECHNICIAN

Page 2

various forms of correspondence, filing, etc.; may be required to have a broad knowledge of District policies, practices and goals; knowledge of correct English usage, spelling and punctuation.

- Ability to perform technical and administrative work of a relatively complex and difficult nature requiring the exercise of much more than average judgment; ability to type 55 words per minute.
- High school diploma or GED required.
- Establish and maintain effective working relationships.
- Communicate and interact effectively and professionally under pressure.

Classified Salary Schedule: Range 35
BOARD APPROVED: 11/14/00
REVISION DATES: 07/17/23
08/09/2023