



Job Title: Specialist IT

Supervisor: Communication Coordinator-Technology

Terms of Employment: 246 days

Job Summary:

Install and maintain network and media cabling, associated infrastructure, and components, including wireless access points, analog and digital cameras, interactive display panels, voice/telephony systems, TV/media players/projectors, and audio/visual equipment. Oversee and provide strategies for assigned projects.

Essential Duties:

1. Install and maintain network and media structured cabling and associated components.
2. Install and assist with configuration of wireless networking devices.
3. Install and assist with the configuration of analog and digital security cameras.
4. Install and assist with the configuration of TDM and VoIP telephony systems and endpoints.
5. Install, remove, repair, and relocate instructional technology components including, but not limited to interactive whiteboards, projectors/panels, and flat-screen TVs.
6. Provide regular reporting regarding the status of projects including but not limited to material used, time scheduling, and progression of contract labor.
7. Communicate, coordinate, and cooperate with other departments to accomplish tasks.
8. Help coordinate and organize inventory assigned to projects and upcoming jobs

Other Duties:

Perform other tasks as may be assigned by the supervisor and/or Director of Technology.

Job Specifications:

The performance of this job will be evaluated annually in accordance with provisions of the District's policy on the Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Minimum five years of experience working with network and media cabling, associated infrastructure, and components, including wireless access points, analog and digital cameras, interactive whiteboards, voice/telephony systems, and TV/media players/ projectors.
2. Preferred associate degree in electronics technology or related certificates and/or certifications.
3. Thorough knowledge of data/voice/CATV/surveillance/intercom systems infrastructure, including installation and termination of cabling, conduit, and corresponding test/certification equipment.
4. Knowledge and experience with installation and maintenance of media/instructional technology components including, but not limited to interactive whiteboards, projectors, and flat-screen TVs.



5. Ability to take directions and work with others.
6. Ability to work a flexible schedule as needed, including weekends, holidays, and/or evenings.
7. Ability to coordinate and lead an assigned team on projects.
8. Valid SC Drivers' license and reliable transportation.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 75 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 115

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.