

Code: 0612

Title: TELECOMMUNICATIONS TECHNICAL COORDINATOR

**SUMMARY:** Coordinates technical and administrative support for designing, implementing and maintaining the telecommunication systems programs, procedures and equipment including telecommunication cable installation and construction for Pima County facilities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates technical and administrative support for designing, implementing, constructing and maintaining the county telecommunication operations;  
Provides liaison and coordination of communications activities with county departments, other government and private agencies and contractors;  
Identifies user equipment requirements, equipment installation location, coordinates construction, and monitors the project changes, costs and payments;  
Identifies and investigates operational and procedural problems, analyzes data and recommends corrective actions to management and staff;  
Reviews and evaluates facility telecommunication plans, equipment specifications and performance requirements;  
Makes recommendations for telecommunication equipment specifications, costing and equipment purchases;  
Participates in the evaluation of Request For Proposal (RFP), contract provisions and related materials for contracted services, supplies and equipment;  
Prepares documentation and updates manuals, procedure requirements and equipment operations;  
Verifies and processes documents, maintains records, prepares memos, letters and other written communications;  
Coordinates account billing with vendors and county departments and resolves discrepancies;  
Assists in the preparation of the project budgets and monitors equipment inventories for management and staff;  
Uses computer-aided drafting (CAD) equipment, peripheral equipment and related software for documentation.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- telecommunication systems equipment, installation, and operations, including voice and data applications;
- Federal Communications Commission (FCC) regulations pertaining to telecommunications systems;
- application of automated information systems including computer-aided drafting equipment and graphic interface software;
- principles and techniques of project management;
- principles and techniques of developing cost estimates;
- budget preparation and monitoring;
- industry standards and methods for telecommunication cable installation.

Skill in:

- planning, organizing and coordinating technical installation and operations of telecommunication systems;
- coordinating and supervising assigned telecommunication projects;
- developing telecommunication technical specifications and written communications;
- reviewing and evaluating telecommunication operation procedures, personnel and equipment performance;
- assisting in the identification and resolution of administrative, operational and procedural problems;
- establishing and maintaining effective working relationships with associate personnel, county departments, government and private agencies, and the public;
- using personal computer for word processing, databases, spread sheets, programming development and e-mail;
- effective communication.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree from an accredited college, university, trade or vocational school in telecommunications area and three years experience in designing, installation and/or maintaining telecommunication systems operations within government or business sectors.

(Additional relevant experience may substitute for all aforementioned education)

OR

(2) Completion of a certified program in electronic media or telecommunication technologies and four years experience in designing, installation and/or maintaining telecommunication system operations within government or business sectors.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver's license required at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.