

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### TELECOMMUNICATIONS AND SECURITY SUPPORT MANAGER

**SALARY SCHEDULE: ADMINISTRATIVE – G**

**COST CENTER: TELECOMMUNICATIONS AND NETWORK SYSTEMS (9060)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years successful experience in the telecommunications field; and,
- (3) Minimum of five (5) years successful management experience in the telecommunications field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to make decisions based on relevant information. Ability to balance several job functions at one time. Ability to work cooperatively with other departments and agencies. Knowledge of telephone systems, fire alarm systems, intercom systems, cable television and two-way radio systems. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Assistant Director of Technology and Information Services

#### JOB GOAL

To provide audio-visual, communication and security monitoring products, services and technical support for the District.

**SUPERVISES:**

Security Monitors	Telephone Technicians
Inventory Control Specialist	Intercom Specialist Classified Specialist
Intercom Technician	Instructional Television Program Specialist
Security Support Classified Specialist	Security Support Technician
Audio Visual Technician	

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Plan and manage the PBX telephone operations, including networking and central voice-mail operations.
- \* (2) Plan and manage the fire alarm system operations.
- \* (3) Coordinate the intercom system operations.
- \* (4) Manage and coordinate the cable television distribution system.
- \* (5) Oversee the 800Mhz two-way radio (trunked) network operations.
- \* (6) Provide physical plant security monitoring operations.
- \* (7) Provide for the repair of audio-visual and office machine equipment.
- \* (8) Oversee the ITFS receiver and distribution system operations.
- \* (9) Prepare and monitor the budget as it relates to assignments.
- \* (10) Assist with emergency shelter operations.
- \* (11) Assist schools with local campus two-way radio networks and FCC licensing.
- \* (12) Provide technical resources to other support service departments as needed.
- \* (13) Assist in developing presentations and reports for the School Board.
- \* (14) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.

**COMMUNICATIONS AND SECURITY SUPPORT MANAGER (Continued)**

- \* (15) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (16) Respond to inquiries or concerns in a timely manner.
- \* (17) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- \* (18) Disseminate information and current research to appropriate personnel.
- \* (19) Keep well informed about current trends and best practices in areas of responsibility.
- \* (20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (21) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (22) Promote and support professional growth for self and others.
- \* (23) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (24) Maintain a network of peer contacts through professional organizations.
- \* (25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (27) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (28) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (29) Represent, consistently, the District in a positive and professional manner.
- \* (30) Provide leadership and direction for the assigned areas of responsibility.
- \* (31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \* (32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (33) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (34) Provide oversight and direction for cooperative planning with other agencies.
- \* (35) Set high standards and expectations for self and others.
- \* (36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (37) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (38) Facilitate problem-solving by individuals or groups.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (40) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**COMMUNICATIONS AND SECURITY SUPPORT MANAGER (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities