VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: TELECOMMUNICATIONS ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Associate Vice Chancellor, Information Technology, plan, analyze, develop, implement, maintain and administer cost effective voice and data communications systems that support administrative and instructional needs.

REPRESENTATIVE DUTIES:

Design, install, and administer district-wide data, video, and voice communication infrastructure, WAN telecommunications networks, and related equipment and services; oversee the District's data communications systems, including system planning, development, operational control, monitoring, and security. 

Serve as a technical expert and internal consultant regarding district-wide data, video, and voice communication infrastructure, equipment, and services; consult with management, staff, and college faculty to develop and recommend technological solutions and improvements for both instructional and business needs; prepare and present proposals and reports to management and committees.

Manage a wide variety of information technology and telecommunication projects; prioritize projects and tasks and coordinate staff, materials, and resources as necessary; exercise functional supervision over lower-level staff, vendors, and contractors as warranted.

Diagnose, troubleshoot, and resolve a wide variety of complex technological problems relating to data, video, and voice communication infrastructure, equipment, and systems.

Perform feasibility and cost analyses pertaining to the acquisition, operation, and maintenance of telecommunication facilities, equipment, and services.

Develop scope and specification requirements for bids and contract bid specifications for acquisitions of telecommunications and network equipment and service.

Research and evaluate a wide variety of new network and voice communication technology; recommend hardware, software, and equipment upgrades.

Negotiate, evaluate, implement and supervise contracts for a variety of communications network needs, including moves, ads, changes, equipment maintenance, long distance services, data lines and pay phone commissions.

Communicate with external organizations, including telecommunications companies, industry associations, and state and federal agencies regarding district communications networks; interpret

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and implement mandated communications network rules and regulations; monitor changes and adjustments to communications circuits and equipment as required by regulations. E

Serve as Information Technology Department representative for District technology committees or task forces as required. E

Plan, develop, recommend and implement district-wide operational procedures pertaining to data communications networks, infrastructure, and devices. E

Design, plan, modify, and install telecommunication network infrastructure, including fiber optic and cabling systems; route cables and trunk lines from entry points to specified equipment, following diagrams; may install wire and cabling in trenches, ceilings, and walls. E

Install, repair, operate, monitor, and maintain, a wide variety of telecommunication equipment, such as network switches, routers, microwave systems, two-way radios, and microwave equipment in various district locations. E

Provide individual and group training to District staff; create, compose, and edit training and procedural guides for end users and lower-level staff as required. E

Perform other duties as assigned.

E = essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, equipment, tools, and procedures used in the installation, maintenance, testing, and repair of communications systems and peripheral equipment.
Industry standards for data networking
Industry standards for cabling infrastructure
Network protocols
Wide Area Network (WAN) design, implementation and management in a multi-site environment including dedicated lease lines and microwave and wireless technologies
Premise access equipment, drop and insert technology, routers, bridges, and switches
Local Area Network (LAN) design, including Virtual Local Area Network (VLAN) implementation
High-speed LAN and WAN technologies
Internet connectivity
Industry standards for voice communications
Voice systems and voice mail
Carrier circuit technologies
Wireless technologies, both local and carrier options

ABILITY TO:

Diagnose and repair telecommunications systems and equipment
Work independently in the absence of supervision
Prepare technical reports, contracts, and records
Read, analyze, and interpret blueprints, schematics, sketches, drawings, professional journals, contracts, and government reports and regulations
Interpret and apply rules, regulations, policies, and procedures
Provide guidance, direction, and training to end users and staff
Write clear and comprehensive reports, instructions, and procedural guides
Organize and prioritize timelines and project schedules in an effective and timely manner
Present and explain technical concepts to a non-technical audience
Communicate clearly and concisely, both orally and in writing
Analyze situations accurately and adopt effective courses of action
Maintain current knowledge of technological advances in the field
Establish and maintain cooperative and effective working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

A bachelor’s degree from a recognized college or university preferably with coursework in management information systems, computer science, information technology, or a related field. Experience in addition to that listed below may be substituted for two years of the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of recent full-time, paid experience in the design, installation, maintenance, and repair of telecommunications systems, software, equipment, or networks.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver License

WORKING CONDITIONS:

ENVIRONMENT:

Office and data center environment
Variable hours, including evenings
Noise from operation of computer equipment and peripherals
Indoor and outdoor environment (in addition to office and data center environment)
Driving a vehicle to various district locations

PHYSICAL ABILITIES:

Sitting for extended periods of time
Ability to work safely in confined spaces
Normal vision to recognize color coded wires
Dexterity of hands and fingers to operate a computer keyboard, utilize hand and power tools
Lifting of heavy equipment and supplies, up to 50 pounds
Ability to work safely at heights including the use of ladders and other related equipment

HAZARDS:

Extended viewing of a computer monitor
Required to work in confined spaces, including areas where exposure to insects and spider bites or stings may occur