

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Telephone/Communications Technician **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

642	Telecommunication Systems Trouble Shooting	Work with users to resolve telecommunication system errors or failures. Involves identifying problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
639	Telecommunication Systems Development	Design new telecommunication systems and procedures. Install and implement systems and corresponding procedures as required.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience.

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 7/1/2003