

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COMMUNICATIONS SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in all types of electrical systems and communication systems. Knowledgeable of electrical, communications, 6A-2 safety and ADA codes. Ability to work with blueprints. Ability to analyze data. Ability to effectively use problem-solving skills. Analytical skills to review information and formulate alternative solutions to problems. Skill in effective oral and written communications. Ability to exercise independent judgment. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO:

Director, Purchasing

JOB GOAL

To provide support in maintaining, modifying and improving the technical requirements for an efficient and effective communications system.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide safety-to-life electrical deficiency repairs throughout the School District.
- * (2) Install and maintain the voice communication systems.
- * (3) Maintain all data lines.
- * (4) Install and maintain communication equipment throughout the School District.
- (5) Use standard and special tools and equipment as required.
- (6) Prepare reports and make recommendations as required.
- * (7) Use effective, positive interpersonal communication skills.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 8

SALARY LOCATOR: Classified Personnel Salary Schedule