

**College of the Siskiyous
Job Description**

Job Title: Specialist, Telecommunications **FLSA:** Exempt

Group: Admin. Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Coordinates and runs videoconferences; assists regional distance learning sites; maintains and updates the College web site content.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works with Technology Team to install telecommunications equipment.

Maintains and troubleshoots videoconference equipment.

Plans for expansion of and additions to videoconferencing network.

Oversees videoconferences and performs scheduling.

Serves as a resource center for needs of off-campus distance learning sites.

Manages grants and prepares reports.

Manages TTIP and Distance Learning budgets.

Develops specifications for video and multimedia needs for new buildings.

Serves as Chancellor's Office contact for Distance Learning. Prepares Distance Learning reports.

Receives web space requests and grants use permissions.

Keeps content of general college web pages up-to-date.

Coordinates end user sites.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree in Instructional Technology or related. Master's degree preferred. At least two (2) years experience running a videoconferencing network. Previous experience managing web site content.

Knowledge: Knowledge of principles and practices of Telecommunications; technical aspects of videoconferencing; HTML and organization of the College website; current Distance Learning issues and practices; college budget processes and procedures; PC and related software.

Ability: Ability to provide technical leadership in Telecommunications; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; research equipment specifications and configurations to meet emergency need.

Valid CA drivers license.

Physical Efforts/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03