

**FRANKLIN COUNTY PUBLIC FACILITIES  
MANAGEMENT  
373 South High Street  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**WORKING TITLE:** Communications Administrator (Non-Bargaining) **PCN:** 033600

**SUPERVISOR:** Craig Raphael, Assistant Director – Operations

**PRIMARY RESPONSIBILITIES:** Direct the day to day operations and staff of the telecommunication division. Ensure staff receives required training to support various communication systems and equipment. Prepare performance evaluations. Analyze, evaluate, design, and implement the most cost effective and efficient telecommunication services and equipment for County agencies. Assist in the long range telecommunication planning and strategic direction. Develop and implement telecommunication policies, procedures and programs regarding telecommunication services. Oversee the installation, testing and repair of voice and data telecommunication equipment. Prepare and review bid specifications and ensure contract compliance. Work with consultants on a project need basis to analyze and design complex communications systems and services. Meet with agency personnel to discuss telecommunications needs. Train agency personnel on communication networks. Work with vendors and consultants to keep abreast of new telecommunication services and equipment. Prepare and administer divisional budgets. Audit telecommunication bills and equipment inventory. Prepare reports on telecommunication activities and projects.

**MINIMUM REQUIREMENTS:** Completion of undergraduate major program core course work in electronics or electronics engineering technology as required by 2 yr. technical school, college or university & 12 mos. experience in operations & maintenance of VHF weather radio equipment (or 3 yrs. experience in electronic engineering or electronics); or equivalent. **PREFERRED:** a B.S. in Telecommunications with 4 yrs. exp. in the Telecommunications field plus 2 yrs. technical and 2 yrs. management/supervisory exp.; **or** completion of AAS in Telecommunications with 6 yrs. exp. in the Telecommunications field plus 3 yrs. technical and 3 yrs. management/supervisory exp.; **or** 10 yrs. exp. in the Telecommunications field plus 6 yrs. technical and 4 yrs. management/supervisory exp.

**SCREENING CRITERIA:**

- Experience in PBX and/or Centrex telecommunication systems.
- Project Management experience on large telecommunication installations.
- Experience with wireless telecommunications.

**DEADLINE FOR APPLYING:** Tuesday, March 23, 2010

**STARTING SALARY PAY RANGE:** \$27.38/hr, plus a comprehensive benefits package.

**If interested, apply on-line at [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr)**

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