

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Telecommunications Coordinator*

Location: CNYRIC - 6075 E Molloy Road, Syracuse, NY 13211

Duties: Responsible for coordinating and monitoring maintenance service contracts for telecommunications systems. Reviews requests for maintenance, repair or modification of existing telecommunications equipment and for the installation of new equipment; issues purchase orders for approved requests; reviews billings and approves or disapproves payment of charges. Gathers, organizes and analyzes data pertaining to telecommunications systems. Prepares capital and operating budgets and bid specifications relating to recommended purchases; attends bid openings and makes recommendations. Investigates and resolves complaints of equipment malfunctions. Maintains liaison with telecommunications companies that supply equipment and maintenance service. Assists with E-Rate funding applications.

Qualifications: A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and one (1) year of professional level work experience, or its part time equivalent, in management of a telecommunications system or analyzing the telecommunications needs of business or government; or, B. Five (5) years of paraprofessional or professional work experience, or its part time equivalent, one (1) year of which must have been in a professional level capacity, as described in (A) above; or, C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Telecommunications Coordinator eligibility list.

Salary: Grade 15; \$59,529 - \$63,219

Starting Date: As soon as possible

Closing Date: Two (2) weeks from date Notice posted

**To apply, send cover letter and resume to:
recruitment@ocmboces.org**

OR

**Register & apply at: www.olasjobs.org
www.ocmboces.org**

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