



Flour Bluff Independent School District Job Description

JOB TITLE: Communications Specialist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Technology Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- To perform routine and complex configuration, troubleshooting, and repair operations associated with electronic communications equipment used by the district and supported by the Information Technology department.

QUALIFICATIONS:

- Note: experience can substitute for education.

Education Required:

- Associate degree in a related field.

Preferred:

- Bachelor degree in a related field.

Experience Required:

- Five years directly working with related equipment.

Experience Preferred:

- Eight years directly working with related equipment.

Personal Qualifications:

- In depth knowledge of PBX phone system.
- Advanced knowledge of voice and video infrastructures.
- Effective organizational, communication, and interpersonal skills.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintains district PBX phone systems.
2. Maintains district voicemail system.
3. Maintains district-wide video management systems.
4. Installs and maintains voice and video communications cables.
5. Assists with the procurement of equipment and parts related to area.
6. Maintains user contact information relative to electronic communications.
7. Maintains the operation of campus PA systems.
8. Maintains A/V infrastructure in common areas.
9. Projects a pleasant and friendly personality which exhibits maturity and self-control.
10. Demonstrates ability to communicate in both an oral and written manner.
11. Demonstrates punctuality and dependability in performing position responsibilities.
12. Adheres to proper channels when communicating ideas, problems, etc.
13. Projects a professional image through demeanor and dress.
14. Undertakes additional duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals; camera(s), video cameras; desktop publishing software.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.