

CLASS TITLE: TELECOMMUNICATIONS INVENTORY AND RESOURCES ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION:

Under general supervision provides direction in the work of subordinates involved in Telecommunications inventory control program involving acquisition, receipt, storage, distribution, maintenance, inventory, security, and use of telecommunications equipment, parts, supplies, and services; and provides for administration of the Radio Services division's LAN; and performs other related assigned duties.

ESSENTIAL TASKS:

- Monitors the effectiveness of the inventory control program, assisting in the work of peers and subordinates
- Trains and evaluates the work of subordinates involved in the division's inventory control program
- Participates in the interview and personnel selection process
- Provides direction and assistance in the procurement of equipment, supplies, and services for each division
- Assists in the development and preparation of the budget for the Radio Services division
- Acts as liaison to purchasing, outside consultants, vendors and the division
- Evaluates equipment/systems and provides resolution recommendations to technical and administrative problems
- Provides support for maintaining compliance of equipment/systems with various federal guidelines, including FCC and FAA regulations
- Maintains and monitors the communications management system relational database
- Provides recommendations in the development of hardware and software equipment, systems and maintenance programs
- Provides Division's LAN administrative support, responding in emergency to equipment/systems

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from and accredited college or university with an associate's degree in inventory management or business related degree; and three (3) years experience in inventory control; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of telecommunications and electronic equipment; good knowledge of inventory practices; good knowledge of computer systems, LAN, and relational databases; and good knowledge of the safety requirements of the work place. Ability to maintain inventory and monitor communications management system relational database; ability to provide LAN administrative support; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and occasionally outdoors and in inclement weather; occasionally overtime may be required, and some local and out of state travel may also be required.

Class Code: 6536

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EEO Code: N-03
Pay Code: OT-19

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: December 9, 1999