

## **Telecommunications Engineer**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Assistant Manager of Telecommunications, the Telecommunications Engineer is responsible for telecommunications system administration, design, troubleshooting, configuring, repairing, and upgrading. The engineer is tasked with optimizing and updating new and existing systems such as voice mail, eFax, Unified Communications (UC), and any related data equipment. This position is responsible for implementing, maintaining, and updating all voice transmission platforms on telecom LAN and WAN. The Telecommunications Engineer will work with other Information Technology (IT) engineers and technical staff to support our networks and technology.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Designs, develops, implements, maintains, and enhances telecommunication networks, systems, and equipment.
- Analyzes existing networks and equipment and identifies opportunities for improvement. Develops solutions that meet business requirements.
- Provides strategic planning recommendations to ensure that the telecommunications requirements and specification for all HCPSS facilities are properly met.
- Provides technical project management functions for large scale or system-wide initiatives, including coordination of vendor and Howard County Public School System (HCPSS) resources.
- Oversees the installation of telecommunication equipment and facilities to support and enhance telecom systems.
- Represents Telecommunications Services on cross-functional HCPSS project teams.
- Ensure the rigorous application of information security/information assurance policies, principles, and practices in the delivery of all IT services.
- Interfaces with other IT staff in the coordination of technical services.
- Maintains equipment inventory and documentation.
- Provides oversight and monitoring of tasks assigned to the Telecom Technician, service providers, and vendors.
- Ensures all ADA requirements are met.
- Responsible for understanding and complying with all policies, procedures, and regulations relating to job duties.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

#### **Education:**

- High school diploma or General Education Diploma (GED)

#### **Experience:**

- Experience with designing, implementing, managing, and supporting LANs, WANs, and wireless networks.
- Experience with designing, implementing, managing and supporting telephony systems including, but not limited to, Centrex, POTS, PRI, VOIP, IVR, ACD, eFax, and call center technologies.
- Experience installing, maintaining and troubleshooting all telecom equipment from the MPOP to the end user devices.
- Experience with high level testing equipment and ability to read and understand test results.
- Experience with vendor and contract management.
- Demonstrated professional experience creating and executing test plans.
- Demonstrated professional experience writing and presenting technical specifications.
- Demonstrated experience with the Microsoft Office Suite, including Word, Excel, PowerPoint, Project, and Visio.

### **PREFERRED QUALIFICATIONS**

- Relevant technical training and/or certifications (e.g., Microsoft, Cisco, and A+)

### **SPECIAL REQUIREMENTS**

This position may need to work after hours to install, test, and perform system upgrades and repairs as necessary.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Salary will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be

subject to approval and based on the needs of the department and the school system.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.