Application Deadline Date: Monday, April 22, 2019; 5:00 p.m.

TELECOMMUNICATIONS TECHNICIAN
12 months/year; 40 hours/week; $5,364/month

RESPONSIBILITIES: Under direction of the department manager, plans, installs, manages, upgrades, and repairs local and wide area network and telecommunication hardware and software and desktop PC's; plans, organizes, and monitors network and telecommunication operations; supports voice systems and functions.

Designs, installs, and maintains computer networks as assigned; maps, maintains, and upgrades data, voice, and other cabling; assists with the selection of vendors involved in assigned projects; performs network troubleshooting by utilizing a variety of equipment and software to test and monitor the networks.

Designs, tests, maintains, and upgrades a variety of hardware and software; provides information system planning by researching technologies related to system development; provides technical analysis of new systems and upgrades; hardware and software troubleshooting.

Works with telecom service providers and vendors to ensure end-to-end connectivity activity and troubleshooting datacom outages and routing issues.

Designs, installs, and maintains internet access, firewalls, and routing; supports email, DNS, file and print sharing servers and services.

Designs, installs and maintains necessary cryptographic infrastructure necessary to secure electronic data.

Researches and obtains cost estimates for various equipment, hardware, and software; learns new software programs; evaluates and tests products as assigned.

Prepares project documentation; maintains project files as appropriate.

Stays current regarding technical advances in the field by reading trade journals, technological books, and manuals for hardware/software; attends conferences, workshops, and meetings.

Communicates with District personnel and outside organizations to coordinate activities, exchange information, and resolve issues or concerns; trains users in system uses as necessary.

Installs, upgrades, and repairs a variety of equipment as needed; sets up and tests a variety of voice and data equipment; changes circuit boards and other components.

Operates a variety of equipment including District mini-computers, microcomputers, modems, multiplexors, hubs, bridges, volt-ohm meter, hand set, line and cable testing equipment, power and hand tools, and ladders.

Performs other duties as assigned.

Ukiah Campus
1000 Hensley Creek Road
Ukiah, CA 95482

North County Center
372 E. Commercial Street
Willits, CA 95490

Coast Center
1211 Del Mar Drive
Fort Bragg, CA 95437

Lake Center
2565 Parallel Drive
Lakeport, CA 95453

QUALIFICATIONS:

KNOWLEDGE OF:
Networking topologies
Bridges/routers, Gateways, DSU/CSU, switches
IPX, Appletalk, and other routing protocals
Satellite communications
Fiber Optic and copper cabling design, maintenance, and repair
Network management tools, HP Openview
Various programming languages: C, Unix, HTML, JAVA
Video-conferencing standards and ISDN
PC hardware
Telecommunications cabling and termination
Software licensing issues
Recordkeeping techniques
Basic research methods
Interpersonal skills using tact, patience, and courtesy
FCC rules related to data communication equipment
Testing equipment and power and hand tool operations
Voice systems design, maintenance, and repair
Internet services, DNS, TCP/IP addressing, routing and firewalls

ABILITY TO:
Design, test, maintain, and upgrade a variety of network systems
Provide technical analysis of new systems and upgrades and hardware and software troubleshooting
Manage voice systems design, maintenance, and repair
Communicate effectively both verbally and in writing
Communicate with vendors to obtain information, resolve, problems, arrange and conduct
        demonstrations and evaluations
Establish and maintain cooperative and effective working relationships with others
Prioritize and schedule work
Learn, apply, and explain policies, procedures, rules, and regulations related to the operation of the
        department
Analyze situations accurately and adopt an effective course of action
Maintain current knowledge of technological advances in the field
Work independently with little direction
Meet schedules and timelines
Plan, organize, prioritize, and schedule work
Maintain records and prepare reports

WORKING CONDITIONS

Office and computer room environment, subject to noise from computer equipment; some evening and weekend work required. Physical demands include sitting, standing, reaching, bending, walking, crawling, carrying and climbing ladders (above 10 feet), reaching over head, pulling wire through ceilings, floors, structured cabling systems, lifting up to 75 lbs. Fine work involves installation of structured cabling systems, involving precise fine motor control, visual acuity, assessment of fiber optic cabling systems including use of digital multi meter, fiber optic visual fault test equipment, and other industry standard test and installation tools.

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ASSIGNMENT/SALARY/BENEFITS: The monthly salary range is $5,364-$6,709 over five years. Starting salary is $5,364 or $5,633 with five years of equivalent or similar experience. The work schedule is typically Monday-Friday, 8:00-5:00 p.m., with an hour for lunch. There are twelve days of vacation leave annually which increase with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays per year.

APPLICATION PROCEDURE: By Monday, April 22, 2019, 5:00 p.m., Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

 • Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf

 • A Letter of interest that succinctly addresses how the candidate's experience and professional qualifications prepare him or her for this position, also include how candidate's background demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students and employees.

 • Resume including education, experience, professional organizations and accomplishments.

 • Contact information for at least three current professional references.

Incomplete application packets will not be forwarded to the selection committee.
Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students

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learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.

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