
Auburn University Job Description

Job Title: **Mgr, Voice Telecommunications**

Job Family: No Family

Job Code: **MB02**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Provides operational and financial management of voice telecommunication and cable media services to Auburn University.

Essential Functions

1. Provides leadership for projects relating to telecommunications services and measures success of projects by establishing benchmarks.
2. Receives, reconciles, and approves telecommunication vendor invoices, ensuring vendor charges are correctly allocated between cost centers.
3. Assists with contract negotiation for telecom related services purchased for Auburn University, including research and compilation of relevant data used for successful negotiations.
4. Provides budget and financial support for telecom projects to include (but not limited to) tracking approvals and providing service costs to project managers.
5. Oversees the procedure for maintaining a high degree of database integrity.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Computer Engineering, Computer Science, Information Systems, or related field
Experience (yrs.)	7	Experience in financial and management practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of telecommunications and media related equipment, operations, and practices. Knowledge of accounting and budgeting principles and practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
