

ABOUT MONO COUNTY

Mono County is a destination that is full of opportunity and adventure. Set on the eastern slope of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, serene lakes and cold mountain streams, deep winter snows and sunny summer skies.



Photo: © Greg Newbry

With a year-round population of roughly 14,000 spread over 3,000mi.² of geography, we are considered a frontier county. The County seat is located in Bridgeport - situated 350 miles north of Los Angeles and 120 miles south of Reno. The Town of Mammoth Lakes is a world-class resort destination, and the only incorporated city in Mono County with a year-round population of 8,000.

Our natural playground is matched with a complete range of amenities and activities making it an ideal place to establish a healthy work-life balance. The Mammoth Yosemite Airport (MMH) offers year-round direct flights to LAX, and several other destinations throughout the winter season. Additionally, several of our communities boast Gigabit broadband speeds at price points that are roughly half the national average.

Looking for a unique opportunity where a great quality of life is matched with a high-performing team focused on implementing modern and sophisticated technology solutions? This might be the job for you!

The Mission of Mono County IT is to:
Provide exceptional customer service by implementing technology that improves efficiency, empowers the workforce by ensuring dependability, accountability, and government transparency.

More information about the culture and work of the Mono County IT Department can be gained from our strategic plan, available under Supporting Documents at <https://monocounty.ca.gov/it>.

BENEFITS: Mono County provides generous benefits, including CalPERS retirement, medical, dental, vision and 401 deferred compensation.

HOW TO APPLY

Complete the Mono County Job Application and Supplemental Questionnaire. Return both with a detailed resume via email to hr@mono.ca.gov and kdhartstrom@mono.ca.gov.

More information and materials available at www.monocounty.ca.gov/jobs

COUNTY OF MONO INFORMATION TECHNOLOGY



INVITES APPLICATIONS FOR

COMMUNICATION SPECIALIST I / II

(MCPE 77/79)

The information contained within this flyer represents a consolidated set of duties, responsibilities, and skillsets for both steps of this position. Please consult the job descriptions for more detailed information.

Open Until Filled

STARTING SALARY
\$5,634 - \$6,216 DOE

Location:
Bridgeport, CA

*Mono County is an
Equal Opportunity Employer*

RESPONSIBILITIES

Under general supervision, to support the administration of communication network infrastructure including radio, wired & wireless data, telecom/VoIP (Voice over Internet Protocol); and perform other work as assigned.

Examples of Duties:

- Performs service, installations, and upgrades of various communication infrastructure including radio, telecommunication, and data.
- Coordinates and works with in-house staff and outside contractors to resolve various communication and networking issues and may also troubleshoot and repair physical cable problems.
- Assists with the design, configuration, and implementation of communication network infrastructure.
- Supports end-users and subscribers to ensure proper installation, configuration, and programming necessary to keep communication equipment functioning.
- Develops high quality documentation pertaining to configuration and troubleshooting for communication networks.
- Manages network configurations to improve efficiency and cost effectiveness based on traffic, usage, and performance reports.
- Reviews and analyzes specifications to ensure compliance with standards and proper installation.
- Researches feasibility, cost, equipment needs, and time constraints/allocations for assigned projects.
- Travels to remote site to transport related equipment as necessary.
- Participates in relevant meetings and discussions.
- Provides basic mentoring, training as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Radio communication systems and associated infrastructure.
- Telecommunication practices and principles, including wired and wireless networks, VoIP communication systems, video conferencing, and related services.
- The principles, practices and methods of installing, maintaining, and supporting communication networks and cable plant infrastructures.
- The principles, practices, terminology and trends in network, wireless and telecom/VoIP communication systems and services.
- Methods and techniques of troubleshooting network, wireless or VoIP related hardware, software and interconnectivity problems.
- Problem analysis techniques such as Root Cause Analysis.
- The principles, practices and methods of project management.
- General knowledge of Requests for Proposals (RFP) and Feasibility Study Reports (FSR).
- Proper telecommunication and radio equipment operation, usage and procedures.

Ability & Willingness to:

- Guide the installation, maintenance, and monitoring of critical communication systems.
- Oversee and assist with the maintenance of a variety of technical service records and documentation.
- Operate applicable troubleshooting equipment and analyze cable problems using appropriate test equipment.
- Monitor networks to analyze performance issues or faults and determine corrective action.
- Interpret customer/user requirements and use engineering techniques to design network and transmission systems.
- Read, interpret and apply information from complex technical publications and documentation.
- Present complex topics to technical and non-technical audiences.
- Distinguish color-coded wires.
- Work in confined/cramped body positions and climb ladders and towers.

QUALIFICATIONS

Ability & Willingness to:

- Serve as a Disaster Service Worker during certain emergency operations.
- Be service oriented, effectively represent the County's Information Technology Department, and inspire others to think creatively for the good of the County.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.

JOB DETAILS

Location:

Bridgeport, CA but travel will be required throughout the County.

Minimum Qualifications:

A combination of training and experience provides the practical knowledge and abilities necessary for this position.

See individual job descriptions for additional details and specific requirements and knowledge areas.

Special Requirements:

- Satisfactory completion of a Department of Justice Background investigation
- Possession of a valid Driver's License.
- May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

HIRING PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview and skills test with County IT management and staff.