

JOB ANNOUNCEMENT
Posting Date 11/13/2017
Legislative Research Commission

Business Operations

The Legislative Research Commission is accepting applications for **Telecommunications Supervisor** in the Business Operations office. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment. Under direction of the Assistant Director for Business Operations, the individual will supervise maintenance and operations of all phone and television cable services and wires.

Job Duties:

- Perform daily diagnosis and maintenance of Definity G-3 Lucent-Avaya PBX
- Perform daily diagnosis and maintenance of Audix Intuity voicemail system
- Provide end-user support and training for all telecommunication equipment
- Maintain the components of the in-house KET television system along with the Frankfort Plant Board feeds
- Provide end-user support and training for television systems
- Provide advice and support for facilities electrical and lighting issues
- Provide advice and support on renovations and office construction
- Support fax machines and other office equipment when needed
- Help maintain and support Legislative Message Center, Bill Status Center, and switchboard
- Maintain staff by interviewing, selecting, orienting, and training employees
- Maintain a safe, secure, and legal work environment
- Lead staff by communicating job expectations and plans; monitoring and appraising job results; and providing coaching, counseling, and disciplinary measures
- Perform other duties as assigned

Minimum Qualifications: A bachelor's degree in electronics, electrical engineering, or related field; or a bachelor's degree with relevant coursework and experience. Additional years of work-related experience may substitute for bachelor's degree on a year-for-year basis. Knowledge of the PBX phone system is highly preferred.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; knowledge of correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that occasional overtime may be required.

This is a permanent full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills to communicate effectively and impartially with others involved in the legislative process
- Ability to work with a variety of complex computerized or electromechanical PBX switching components and telephone terminal equipment
- Experience in managing subordinate technicians in telephone installation and repair
- Ability to consult and advise LRC management in installation and maintenance concerns
- Certification by AT&T on the G-2 System and in maintenance of the AT&T Accounting System and Audix
- Ability to understand and uphold the strict confidential nature of legislative work
- Ability to uphold expectations of a nonpartisan staff member

Application Deadline: Applications for this position must be submitted by the close of business on November 20, 2017. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter, current résumé, and application to [LRCresumes@lrc.ky.gov](mailto:LR Cresumes@lrc.ky.gov) and list the job title in the email subject line. (Alternatively, the application may be completed and delivered at the time of interview.) The application form may be accessed at www.lrc.ky.gov/lrc/LRCApplication.pdf.

Applicants may otherwise mail these materials to:

Tim Holbrook
Assistant Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

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