

**Polk County Sheriff's Office Job Description**

**2512 Technical Services Coordinator**

August 7, 2006, Revised December 28, 2007

**Position Concept:**

The Technical Services Coordinator oversees the technical communications equipment and operations of Polk County Sheriff's Office, Information Technology Division. The member performs operations and technical duties and tasks specific to the position.

The most important and essential job function is customer service which includes the following: interacting in a professional and customer oriented with co-workers, responding to customers, working as a team member, functioning under set time expectation.

The Technical Services Coordinator may perform other related duties and tasks, as required and shall have the physical and mental abilities to perform the essential job duties of the position.

**Essential Functions:**

- Plan communications budget
- Compose/construct policy procedure
- Resolves member communications complaints
- Solicit competitive bids
- Coordinate and Interact with vendors
- Maintain building security equipment
- Coordinate installation of all communications equipment
- Coordinate repair/replacement of pagers
- Maintain equipment inventory data
- Repair all communications equipment
- Repair telephones
- Repair headsets

**Education, Professional Certification or License:**

- High School or GED
- Valid Florida driver's license

**Professional Experience:**

- Minimum one (1) years business related experience

**Status:**     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**             Minimal Risk                                     Foreseeable Risk

**Environmental Conditions:**

- Works in an environment with high levels of stress

**Polk County Sheriff's Office Job Description  
2512 Technical Services Coordinator**

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO Policy and Procedures
- Specialized Office Supplies / Equipment
- Communications Budgeting
- Communications Products, Vendors and Services
- County Bid process
- PCSO Forms
- PCSO Members
- All Phases of Communications

**Ability to:**

- Read a Map
- Read and Write English
- Operate Office Computer Equipment
- Operate motor vehicle
- Comprehend questions

**Skills:**

- Investigative
- Interpersonal
- Accounting
- Basic math
- Basic English Grammar
- Analytical
- Computer Operations
- Organizational
- Mechanical
- Public Speaking

**Physical Requirements:**

- Lift 50 lbs.
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Ambulate independently
- Manual Dexterity