

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 19, 2013
CLOSING DATE: JUNE 27, 2013

DEPARTMENT: Information Technology

POSITION: Telecommunications Budget Analyst

LOCATION: Globe

JOB CODE: 13-070

ANNUAL SALARY: \$34,548.80-\$51,292.80

NATURE OF WORK

Oversees accounting of telecommunications budget for the County; administers and manages cellular telecommunication and network devices for the County; conducts cost/benefit reviews for potential new projects;

DUTIES AND RESPONSIBILITIES:

- Administers the accounting of cellular and network telecommunication devices; updates database to track, maintains user accountability, and issues devices in accordance with policies and procedures; installs and programs telecommunications devices and accessories; provides "help desk" services for internal employees with questions related to phone features and functionality, payments, and other discrepancies.
- Reviews, audits, reconciles, and allocates costs of invoices for telecom services and expenses; researches and resolves discrepancies related to billing; approves telecom invoices for payment; performs monthly invoice audits comparing invoices to current contracts; identifies and communicates areas of potential improvement for telecom services.
- Manages project to create process for charge back of expenses to departments; generating and distributing of reports to department managers including information on actual expenditures, recommendations, etc.; provide monthly report for usage and work order issues, budgeting, and accrual.
- Administers and tracks IT department's budget to include reconciling reports, paying invoices, preparing and processing bills for payment.
- Coordinates purchase of all telecommunication and data communications equipment and services, as well as wireless hardware.
- Analyzes cost, hardware and service proposals from telecommunication vendors and makes recommendations; determines the feasibility of making or buying products and establishes price objectives for contract transactions/negotiations.
- Reconciles and processes IT department staff time reporting, credit card statements; performs other administrative duties such as scheduling meetings, making travel arrangements, answering employee questions regarding network, computer equipment and phone issues.
- Coordinates schedule of County Employees' software training with vendor.
- Provides assistance in collecting information/stories/articles for the Gila County website.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and occasionally involves lifting and carrying boxes up to 50 pounds; may work under stress of deadlines and in working with vendors.

EMPLOYMENT STANDARDS:

High School diploma or GED and five (5) years of responsible administrative experience relating to bill management and invoice reconciliation practices; or any combination of education, training and experience. Demonstrated computer skills in working with word processing, spreadsheet and email software.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Office administration processes and procedures; general office equipment; standard computer software applications; methods and standards for preparing business correspondence; principles of record keeping and records management; budget preparation and development; accounts payable processing; procurement practices and procedures; customer service standards and protocol; County policies and procedures.

Ability to: Initiate and maintain accounting practices; maintain complex and extensive records; demonstrate exemplary customer service such as phone conduct, proactively analyzing and interpreting the needs of customers, and offering appropriate solutions with prompt follow-up; use initiative and independent judgment; perform accurate data entry and mathematical calculations.

Skills in: Accurate project management schedules, recordkeeping, budget preparation and tracking; establishing and maintaining effective work relationships with employees, other agencies, and the public; interpersonal communication, including individual interaction, group presentation skills and verbal/written communication skills; effectively presenting information and responding to questions from general public and employees; operating standard office equipment, personal computers and printers; organizing, prioritizing multiple work activities of self and others.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.