

COMMUNICATIONS SPECIALIST I

NATURE AND VARIETY OF WORK

This is entry level professional work involving all County communication systems including telephone, radio, public address and closed circuit television systems. Incumbents assist management with the various aspects of planning, designing, and implementing communication programs and projects; the analysis of communication system problems; and the recommendations for improvements and/or integration of the systems. Under close supervision, the incumbents perform both field and office work assignments gradually increasing in complexity as experience/knowledge is gained. Incumbents have considerable latitude for independent judgment and action in accordance with established policies and procedures.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists with feasibility and cost comparison studies and the preparation of recommendations.

May assist in conducting work measurement, work simplification, and utilization studies in conjunction with the design of overall systems.

Assists in implementing minor changes to communication systems.

Assists in inspecting all communication equipment for proper maintenance and compliance with engineering and FCC regulations.

Assists in testing and manning operational checks on electronic, electrical and electro-mechanical components, instruments and equipment.

Assists in monitoring County radio frequencies to guard against interferences.

Assists in establishing and maintaining a communications inventory on all equipment.

Assists in designing and planning work programs, operational procedures, and facility and equipment needs.

Assists in developing and administering safety and training programs.

Assists in conducting field investigations and in making recommendations based on observations.

Assists in gathering, extracting, and compiling data and statistics for studies, projects and reports.

Assists in maintaining a voucher system by preparing and processing billings; processing and monitoring the status of purchase requisitions; posting entries; maintaining disbursement records and ledgers of encumbrances against authorized accounts; and preparing payment requests.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of various telephone, teletype, radio, public address and closed circuit television communications systems.

Familiarity with FCC policies and practices.

Ability to collect information and material and from it prepare reports, correspondence, charts, specifications and plans.

Ability to express oneself effectively in writing and orally.

MINIMUM QUALIFICATIONS

Must have completed at least two (2) years of education in the field of engineering, or any equivalent combination of education and experience in the telecommunications field or two-way radio communications work which provides knowledge of modern principles and practices of the communications areas identified.

REVISED: 1/89