

## COMMUNICATIONS SPECIALIST II

### NATURE AND VARIETY OF WORK

This is full performance professional work involving all County communication systems including telephone, radio, public address and closed circuit television systems. Incumbents are responsible for the various aspects of planning, designing, and implementing communication programs and projects. Duties include the analysis of communication system problems; and providing recommendations for improvements and/or integration of the systems. Assignments also include both field and office work with the responsibility of exercising independent judgment and technical decision under general supervision. In addition, the position may lead or provide technical guidance to lower level professional, para-professional and technical personnel.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts feasibility and cost comparison studies and prepares recommendations for improvements and/or integration of the various communication systems.

Makes technical analysis of communication systems problems; implements minor changes and makes recommendations for major systems revisions.

Continually inspects all communication equipment for proper maintenance and compliance with engineering and FCC regulations.

Periodically tests and makes operational checks on electronic, electrical and electro-mechanical components, instruments and equipment.

Maintains a communications inventory on all equipment, together with other records and licenses, as required by the FCC.

Regularly monitors County radio frequencies to guard against interferences.

Devises maintenance and replacement schedules for equipment.

Assists in preparing detailed technical communications specifications.

Inspects all new communications equipment and the work performed by communications contractors.

Designs, plans and coordinates long-range communications systems operation and maintenance programs

Determines and recommends facility and communication equipment needs.

Reviews programs and projects to ensure compliance with engineering design criteria and guidelines, legal requirements, and administrative policies and regulations.

Develops and administers safety programs and, when necessary, assists with training programs.

Conducts field investigations and makes recommendations based on observations.

Researches and prepares information and statistical data for reports, briefings, studies, etc.

Investigates citizen requests and complaints and determines and implements appropriate changes and/or provides recommendations; may also conduct special investigations on citizen complaints and determines responsible party, failure or violation and recommends and/or implements correction.

Maintains office voucher systems; prepares designed billings, processes timesheets for accounting; monitors status of designated purchase requisitions; when necessary, posts entries; and maintains designated disbursement records/ledgers of encumbrances against authorized accounts; prepares payment requests; and may review and make recommendations for payments of expenditures on grants, contracts and check and maintenance 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

Considerable technical knowledge of all phases of various communications systems including telephone, teletype, radio, and public address systems.

Familiarity with FCC regulations on two-way radio, licensing and acquisition of new frequencies.

Working knowledge of communications and radio communications systems and design.

Ability to lead the work of or provide technical guidance to lower level professional, para-professional and technical personnel.

Designs, plans, and coordinates long-range communications systems operation and maintenance programs.

Determines and recommends facility and communication equipment needs.

Reviews programs and projects to ensure compliance with engineering design criteria and guidelines, legal requirements, and administrative policies and regulations.

Develops and administers safety programs and, when necessary, assists with training programs.

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Ability to lead the work of or provide technical guidance to lower level professional, para-professional and technical personnel.

The ability to plan projects, prepare related designs, reports, estimates and specifications, and may carry through from initial inception to completion.

#### MINIMUM QUALIFICATIONS

Must have completed at least two (2) years of formal education in the field of engineering, and/or any equivalent combination of education and experience, plus a minimum of one (1) year of experience at the Communications Specialist I level (or equivalent); or any equivalent combination of education and experience which provides the ability to apply the modern principles and practices of the communications areas identified.

NEW: 1/89