

COMMUNICATIONS SPECIALIST III

NATURE AND VARIETY OF WORK

This is senior level technical and professional office and field work involving all County communication systems and related programs, functions, and projects requiring the application of advanced communications principles in the development, design, construction, maintenance and operations of major projects. Such positions work with a considerable degree of latitude for independent judgment, action, and initiative when expediting complex assignments and projects from initial inception to completion. Work requires sound professional judgment and may supervise a small staff or provide technical guidance to subordinate positions in conjunction with specified projects. Work is evaluated through conferences, completed reports and projects.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs senior level professional work in conjunction with preparing and reviewing detailed studies, investigations, analyses, and reports on the designed, estimates, and specifications for communications related projects.

May lead/coordinate a small staff of professional, para-professional, and technical personnel or provide technical guidance and training to subordinate personnel engaged in the preparation of plans, specifications, designed, estimates, reports required for the design, construction, maintenance and operation of the County's communications systems.

Conducts feasibility and cost comparison studies and prepares recommendations.

Makes recommendations and implements programs/corrective actions regarding major communications systems.

Ensures that all communication equipment is properly maintained and in compliance with engineering and FCC regulations.

Works closely with FCC on frequency and licensing issues.

Prepares technical responses to citizens, government agencies, elected officials, and other persons requesting communication information or services.

Provides data and assists in the preparation of the division's budget.

Assists supervisor and the Communications Administrator in contract administration; prepares and reviews specifications and requests for proposals; selects and evaluates proposals for contractors, projects, programs, and leases; analyzes, examines and administers contracts for compliance with contract provisions and pertinent regulations and grants, and writes contract specifications, amendments and special conditions.

Monitors the quality of contractor services through regular site inspections, spot checks of preventative maintenance, services and periodic maintenance facility inspections.

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 current trends affecting telecommunications and radio communications systems.

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

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

Extensive experience in telecommunications and radio communications systems and design.

Ability to plan and coordinate the activities of major and complex projects or assignments from initial inception to ultimate completion in accordance with established policies and procedures.

Ability to prepare and present recommendations, narrative reports, and related personnel work products that are reflective of the respective divisional missions, goals and objectives.

Ability to establish and maintain effective working relationships with the County department heads, employees, other officials, the general public and associates.

MINIMUM QUALIFICATIONS

Must have completed at least two (2) years of education in the field of engineering as determined by the requirements of the position and a minimum of one (1) year of experience at the Communications Specialist II level, and/or any equivalent combination of education and

experience which provides the ability to apply advanced principles and practices of the communications profession identified and the supervisory/experience needed.

NEW: 1/89