

COMMUNICATIONS SPECIALIST IV

NATURE AND VARIETY OF WORK

This is supervisory professional office and field work involving all County communication systems and related programs, functions, and projects requiring the application of complex communications principles, practices and basic administrative skills. Work is performed under the general direction and supervision of the Communications Administrator and is evaluated relative to the effectiveness in the accomplishment and fulfillment of the division's goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans and coordinates the activities of major and complex projects or assignments from initial inception to ultimate completion, or a number of small projects with many complex features.

Confers with department heads, management officials and employees in order to provide technical assistance and to promote respective divisional projects and activities.

May manage a computerized voucher system involving billings; timesheets, purchase requests, disbursement records and ledgers of encumbrances, payment requests, and analyses of variances between the budget and County expenditures.

May administer designated contracts which may involve preparing and reviewing requests for proposals and specifications; evaluating and recommending selection of proposals; and when deemed necessary, recommending and preparing contract modifications.

Provides administrative and complex technical assistance in the development and definition of program goals and objectives including participation in the planning, budgeting, implementation, review and evaluation of a variety of communication related programs and projects.

Collects and analyzes data and prepares technical reports and evaluations related to communication projects and activities.

Reviews, evaluates and analyzes designs and studies prepared by staff personnel and consultants.

Represents the division and the County at various citizen and governmental meetings and conferences.

Plans, schedules, supervises and evaluates the work of professional, para-professional, technical, and clerical personnel engaged in both field and office assignments necessary for the preparation of plans, specifications, estimates and reports required for the design, construction, maintenance, and operation of a wide variety of communication related projects, functions and programs.

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

Thorough knowledge of the complex principles and practices of telecommunication and radio communication systems and the ability to apply these principles and practices.

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

Extensive knowledge and experience in telecommunications and radio communications systems and design.

Ability to perform technical research and prepare reports on difficult problems.

Ability to judge the feasibility and effectiveness of the plans and proposals of others and to initiate compromises or alternatives.

Ability to supervise a number of professional, para-professional, technical and clerical personnel.

Ability to use sound professional judgment to effectively communicate both orally and in writing with employees, citizens, elected officials and other governmental agencies.

Ability to establish and maintain effective working relationships with associates, employees, representatives of various other county, municipal, state and federal agencies and the general public.

MINIMUM QUALIFICATIONS

A minimum of two (2) years of education in the engineering field, plus three (3) years of experience in telecommunications or two-way radio communications work, or must have had five (5) years of progressively responsible experience in telephone, teletype, and/or two-way radio communications systems, in addition to one (1) year of experience in the supervision of professionals, para-professionals and other support staff personnel, or any equivalent combination of education and experience which provides the knowledge and ability to apply complex communications principles to programs and projects in the field identified and in the planning, directing and supervising of professional, para-professional and support staff professional.

NEW: 1/89