

## DIVISION CHIEF, COMMUNICATIONS

### NATURE AND VARIETY OF WORK

This is management level supervisory, professional, and technical work performed in conjunction with the Administration of the County's comprehensive communication systems and programs. This position will exercise supervisory and technical oversight for the Communications Division located at the Central Communications Facility. The position incumbent will supervise, coordinate, and monitor those components engaged in the design, installation, maintenance, and operation of the County's telecommunication systems, which includes computer-aided dispatch, radio, telephone, microwave, and paging systems. Considerable independent judgment is exercised within a framework of established departmental policies and procedures under the general supervision of the Director of Central Services.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises technical management oversight for operations and program activities within the Central Communications Facility.

In conjunction with the department head, develops and implements comprehensive long and short range strategies to achieve the County's communication goals and objectives.

Functions as liaison between the department and public safety user agencies, consultants, vendors and other officials in the development, maintenance, and operation of the County's communication systems.

Functions as project manager in carrying out communications projects and program implementation.

Analyzes technical performance reports, correspondence, and contracts. Reviews, evaluates, and makes recommendations regarding telecommunications hardware/software enhancements.

Develops comprehensive budget based upon approved programs, resource parameters, technological enhancements, and County policies. Exercises internal fiscal control. Reviews capital asset proposals and contracts.

Supervises a professional, technical and clerical staff Associated with the respective  
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communication units.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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

Extensive technical knowledge of telecommunication systems as utilized within public safety agencies especially in the areas of computer-aided dispatch equipment, radio, and telephone systems.

Extensive knowledge of emergency communication systems, functions, and activities utilized by public safety agencies.

Extensive knowledge of FCC rules and regulations pertaining to the use, operation, and maintenance of telecommunication system.

Extensive knowledge of telecommunications systems utilized by Prince George's County.

Ability to evaluate communications enhancements and technology.

Ability to plan, coordinate, supervise, and evaluate the work of others.

Ability to make timely and independent decisions.

Ability to speak and write clearly and effectively.

Ability to establish and maintain effective working relationships.

Ability to prepare budget recommendations and to administer an approved budget.

Ability to assist in planning, organizing, and directing management functions.

### MINIMUM QUALIFICATIONS

Master's degree in Business or Public Administration, Telecommunications, Electronics, Engineering or closely related field, plus work experience of the duration, the level of 3428 – Division Chief, Communications

complexity, diversity and responsibility which has provided the applicant with the necessary knowledges, skills and abilities to function at a satisfactory level of performance in carrying out the important duties, tasks and responsibilities of positions allocated to this job classification, as determined by an analysis of the position at the time of examination announcement. Equivalent combinations of formal education and experience will also be accepted.

NEW: 8/84

REVISED: 10/88