

CLASS SPECIFICATION FOR  
**Communications Systems Manager**

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**GENERAL STATEMENT OF DUTIES:** Provides technical guidance and expertise for the acquisition, installation and maintenance of the County's communications networks, including the 800 MHz Digital Trunked Radio System for Public Safety and other agencies; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This single-position class plans and oversees the acquisition, installation, acceptance and maintenance of the 800 MHz Digital Trunked Radio System for all County agencies and specifically for the Public Safety agencies. The incumbent is also responsible for general oversight of other communications networks, including telephone systems, cable television, data transmission and related systems. The employee supervises maintenance personnel and administers maintenance contracts for communications equipment and systems. Work is performed under the general supervision and policy direction of the Deputy Director of General Services for Communications and is carefully coordinated with the Public Safety agencies in order to assure that emergency radio communications and systems are well-maintained and fully support public safety requirements.

**EXAMPLES OF WORK** (illustrative only):

- Coordinates all aspects of the acquisition and installation of the 800 MHz Digital Trunked Radio system, which includes working with consultants, vendors, and Public Safety and other County agency personnel;
- Designs and is responsible for the implementation of a maintenance program for the 800 MHz Trunked Radio system;
- Establishes and maintains a coordinative working relationship with all County agencies, and especially the Public Safety agencies, in order to insure that reliable emergency radio and data communications systems are always available to support the critical functions of these agencies;
- Oversees the preparation of specifications for bids on various communications systems and equipment;
- Assists the Deputy Director in providing policy guidance to staff within the Communications Section of General Services in the preparation of specifications for purchase or lease of various types of communications equipment and systems;
- Assumes overall responsibility for the installation and maintenance of telephone systems and data networks systems;
- Oversees maintenance and repair performed by vendors' representatives;
- Writes documentation and procedures manuals as needed;
- Prepares reports and other documentation with specific emphasis on analysis or problems and recommended solutions;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of the principles, procedures, and operation of radio, telephones, CATV and emergency communications systems; extensive knowledge of the relevant federal, State and local regulations governing communications systems; extensive knowledge of and familiarity with public safety functions and concerns and of the public safety radio environment and its demands and requirements; proven analytical skills; ability to prepare reports from technical information and to present this information in both oral and written forms; ability to establish and maintain effective working relationships with agency administrators, other employees and the public; ability to maintain accurate records; good organizational skills; good initiative; good judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in electrical engineering or a related field and five (5) years of directly related work experience in planning, specifying maintaining communications systems, particularly radio systems [including two (2) years of supervisory experience]; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.