

ASSISTANT DIRECTOR OF TELECOMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Telecommunications, an incumbent of this class is responsible for assisting in the planning, development, implementation and ongoing support of telecommunications equipment, services and networks for all County departments. In addition, an incumbent is responsible for assisting in the planning, project management, implementation and ongoing support of the enhanced 911 Emergency System in the County. Coordination and liaison with municipal governmental and emergency services agencies is a critical responsibility associated with the operation of the Enhanced 911 Emergency System. Supervision is exercised over a number of professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in directing the operation of the County's telecommunications systems, services and networks from both an operational and financial perspective; analyzing and reviewing all of the County's telecommunications systems and services and developing strategies to meet ongoing requirements in both an efficient and cost effective manner;

Assists in managing and coordinating the efforts of local municipal police, fire and EMS agencies in the tasks associated with the implementation and operation of the Enhanced 911 Emergency System in the County;

Studies, evaluates and reviews all telecommunications facilities, systems and networks in terms of efficiency, propriety of application, and cost effectiveness;

Develops, implements and administers the County's telecommunications infrastructure in conjunction with construction and renovation projects;

Administers the processing and implementation of requests from the County's various departments and divisions for additions, changes and/or relocation of telecommunications equipment and services;

Assists in developing and maintaining the operating, non-recurring, equipment and capital budgets for the telecommunications division, including projected allocations for end-user departments and divisions;

Monitors and evaluates ongoing expenditures and departmental cost allocations, including issuing monthly reports for end-user organizations and insuring budgetary integrity;

Develops technical specifications for the procurement of telecommunications equipment, systems and services;

Evaluates bids and proposals and recommends the award of contracts to vendors of telecommunications systems and equipment;

Develops recommendations for changes in facilities, systems and services for maximum efficiency, appropriateness of application and cost-effectiveness.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of telecommunications facilities, systems, networks and facilities; good knowledge of various types of telecommunications equipment and services available for utilization by a large government agency; familiarity with a large, government organization, structure and the overall functions of each of its various departments; familiarity with local municipal government structure, especially in regard to emergency services coverage areas and dispatching scenarios and protocols; familiarity with procedures for budgeting, cost allocation, bidding and awarding of contracts to vendors; ability to study, evaluate and review various telecommunications systems, networks and equipment; ability to study, evaluate and review various telecommunications systems, networks, services and equipment; ability to comprehend technical specifications of telecommunications equipment, systems and services; ability to evaluate contracts, bids and proposals; ability to establish and maintain effective working relationships with both County and local government officials and private companies; ability to communicate effectively, both orally and in writing; resourcefulness; imagination; dependability; initiative; ability to make decisions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* and five years of experience in telecommunications planning and procurement of services, one year of which must have been in a supervisory capacity; (b) nine years of experience in telecommunications planning and procurement of services, one year of which must be in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

NOTE: A Master's Degree* in Telecommunications Management may be substituted on a year for year basis for the non-supervisory experience described in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's license.