

DIRECTOR OF TELECOMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Administrator of General Services, an incumbent of this class is responsible for the planning, development, implementation, coordination, and on-going support of the telecommunications network for all departments and divisions of the County. In addition, the incumbent is responsible for planning, project management, implementation and on-going support for the Enhanced 911 Emergency System in the County. Supervision is exercised over a small number of professional and clerical and contract personnel and coordination with municipal, governmental, and emergency services agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the operation of the County's telecommunication network from both an operational and financial perspective; analyzing and reviewing all of the County's telecommunication systems and services developing a strategy to meet on-going needs in both an efficient and cost-effective manner;

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

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

Studies on-going developments in telecommunication equipment and services and determines practicability of use by the County;

Receives, processes, and implements requests from the County's various departments and divisions for additions, changes and/or relocations of telecommunications equipment and services;

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

Evaluates bids and proposals and recommends the awards of contracts to vendors;

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

Develops and maintains the operating, non-recurring and capital budgets for the telecommunications division, including projected allocations for participating departments and divisions;

Monitors and evaluates on-going expenditures and maintains a cost allocation system, including issuing monthly reports for user organizations and insuring budgetary integrity.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of telecommunications facilities, systems, networks and services; 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; good familiarity with local municipal government structure, especially 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, services and equipment; ability to understand technical specifications of telecommunication equipment, systems and services; ability to evaluate contract bids and/or 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; creative imagination; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

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

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

*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.