

MANAGER OF DATA COMMUNICATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this position is responsible for the operation and/or design of a data communications network. This includes planning, designing, installing and maintaining the data communications network; and interfacing with Information Systems staff to coordinate data communication services with software and hardware systems operations, as well as equipment manufacturers, computer vendors and County officials. Supervision is exercised over Data Communications Operations and/or Network Design staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

General:

Develops quality standards, policies and procedures as well as setting goals and objectives for the operation and/or design of the Information Systems Network;

Administers and directs the operation and activities of a work unit; schedules work assignments and conducts performance reviews; plans staff education and training;

Interviews job applicants and makes candidate selection;

Maintains a detailed knowledge of current technology in the data communications field;

Manages, directs and monitors resources and requirements needed to complete various County departmental budgeted installation and/or relocation requests;

Reviews unit objectives and makes necessary changes in order to meet agency requirements;

When assigned to Data Communications Operations:

Determines operational, technical, and support requirements for the location, installation, operation, and maintenance of data communications equipment and systems;

Schedules the modification and replacement of existing equipment with new or improved components;

Develops and establishes procedures to insure effective Data Communications operations;

Reviews data communications operations and maintenance data; evaluates the effectiveness of systems and equipment;

Forecasts trends, analyzes problems, provides recommendations, and resolves problems effecting viability of the Data Communications operations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

When Assigned to Network Design:

Determines operational, technical and support requirements for the location, installation and operation of data communications equipment and systems;

Plans data communication systems and facilities to meet department requirements;

Recommends priorities for the allocation of equipment;

Advises user departments of data communication installation status and programs;

Visits proposed network sites to determine structural and environmental needs for future expansion;

Establishes programs to insure the economical use of facilities and resources.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the department's organization, policies, procedures, and objectives as they relate to data communication services; thorough knowledge of the establishment, operation, and maintenance of data communications network facilities; thorough knowledge of the application of Data Communications to information handling requirements; good knowledge of the requirements and problems of computer programming, operations and software, including capabilities, applications, and day-to-day administration; ability to plan and supervise the work of others; ability to prepare and present oral and written reports; sound judgment; initiative; resourcefulness; tact; stamina; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) an Associate's Degree* or sixty credits and six years of recent experience* in communications systems operations or systems analysis and design of data communications networks, two years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree* and four years recent experience* in communications systems operations, two years of which must have been 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).

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree* may be substituted for each year of the required experience.

SPECIAL REQUIREMENT: Candidates must possess a valid license to operate a motor vehicle in the State of New York at time of appointment.

*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.

*NOTE: Recent experience is considered as experience attained primarily within the last five years.