

ONS COORDINATOR

TELECOMMUNICATI

Code No: 3-20-009

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position responsible for managing and directing an agency's telecommunications operation. This includes supporting day-to-day network requirements, leading major implementation efforts involving telecommunications, and conducting evaluation studies. The employee reports directly to, and works under the general supervision of, a higher-level staff member. General supervision is exercised over a technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Directs the design, support, management, and engineering of the communications networks (data or voice) including the addition, relocation or removal of workstations and telephones;

Monitors and makes recommendations for changes to the networks to support changes in the capacity requirements;

Develops architectural standards for the coordination of the new equipment to the networks;

Performs studies to evaluate and recommend architectural strategies such as the integration of voice and data, installing and maintaining a voice switch and the diagnostic methodology necessary to support the network;

Manages the telecommunications staff including job assignments, performance appraisals, education and other personnel-related duties;

Maintains knowledge of current communications technology;

Acts as liaison with communications vendors and equipment manufacturers;

Maintains an understanding of the business objectives of the County in order to assimilate their plans into strategic plans for voice and data communications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of network design concepts, voice and data; thorough knowledge of data communications equipment from front-end processors to terminals; thorough knowledge of network standards; thorough knowledge of auxiliary equipment; organizational ability; managerial ability; ability to communicate effectively both orally and in writing; supervisory ability; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university

with a Bachelor's degree in a computer science, telecommunications, or information technology field, plus six (6) years paid full-time or its part-time equivalent experience in a computer technical field; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields mentioned in (A) above, plus five (5) years experience in a computer technical field; OR,
- (C) Eight (8) years of experience in telecommunications, computer, or related technology field; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: February 9, 1995

REVISED: July 10, 2008

REVISED: July 2, 2009

ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.