

Code: 0615

Title: TELECOMMUNICATIONS MANAGER

SUMMARY: Manages the operations of the County telecommunication system activities including telecommunication design, equipment installations and assessment, project review and evaluation, telecommunication maintenance, budget and fiscal operations, personnel selection, training, and assignments.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and manages the activities involved in County facilities for the installation, operation, maintenance and fiscal planning of the telecommunications system and services;
Develops and implements long-range plans for systems design, specifications and improvement;
Supervises the telecommunications planning and activities with other County departments, State and Federal government agencies, telecommunication companies and other related commissions and agencies;
Develops and implements methods and procedures to increase operational efficiency;
Prepares and administers the telecommunications budget;
Sets communication standards for the County telecommunications;
Analyzes and prepares cost estimates for telecommunication system installations and operations for departments and County facilities;
Assigns, supervises, reviews, and evaluates project telecommunication personnel and provides direction and support for staff positions;
Reviews and analyzes work records, activities, material and equipment reports, technical materials and related data, and prepares reports and recommendations for management review;
Develops and evaluates Request For Proposal (RFP), contract provisions and related materials for contracted support, supplies and equipment;
Establishes and implements cost controls and cost reduction programs;
Authorizes County expenditures for telecommunications equipment and services;
Investigates and resolves operational, procedural and personnel problems.

KNOWLEDGE & SKILLS:

Knowledge of:

- telecommunications system industry standards, procedures, design, equipment and operations;
- administration and management principles and practices;
- applications of automated information systems;
- State, Federal, and local laws and regulations pertaining to telecommunications system operations;
- developing and administering budget procedures;
- principles and techniques of project management;
- principles and techniques of developing cost estimates.

Skill in:

- managing and administering telecommunications system material, financial and personnel resources;
- planning, organizing, and managing telecommunications system development, installation, and operations;
- identifying and resolving operational, procedural and personnel problems;
- establishing and maintaining effective working relationships with associate personnel and with personnel of Federal, State, County and private agencies associated with County communications system operation;

- evaluating contractor and vendor performance and negotiating with vendors and service providers to improve or remedy services or products provided;
- implementing Department policies and procedures;
- using personal computer for word processing, database, spread sheets, programming development and e-mail;
- effective communication.

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university in Electronic media, telecommunication technologies, public or business administration with an emphasis on telecommunication systems **and** five years experience in the supervisory management of a large telecommunication systems operations.

(Relevant experience may substitute for the aforementioned education).

OR

(2) Three years experience as Telecommunication Technical Coordinator with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License required at time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

02/14/99(1v)
Updated 09/26/08(cs)