



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMUNICATIONS SYSTEMS MANAGER	37	A	6.959

Communications Systems Managers manage the 24-hour communications system of a State agency including supervision of the communications staff; provide administrative support involving the development of policy and procedure and the system's budget; coordinate system maintenance, repair and development; perform system engineering and design work ensuring federal and State guidelines are followed; and coordinate the agency's telecommunications functions for interoperability with various local, State and federal agencies to ensure compliance and maintain the integrity of the system. The Communications Systems Manager is distinguished from the Communications Systems Supervisor by greater administrative responsibility for budget development and maintenance; development of long-range plans, goals and objectives; and preparation of communications policies and procedures required in managing the agency's communications system. In addition, incumbents perform work of a technical nature.

Manage a staff of lower level technical, support and/or contract employees and perform engineering, fabrication, installation, maintenance, repair and modification work involving the operation of the agency's communication system; ensure completed work conforms to State and federal regulations and the integrity of the system is maintained; provide technical direction to staff and review completed work involving the planning, organizing, engineering and modification of the system.

Plan and develop the agency's communications budget and provide necessary justification to ensure the communication needs of the agency are met; monitor budget expenditures and develop fiscal reporting forms and guidelines; train subordinate and regional staff in budget preparation and processes; establish standards used to determine equipment and facilities needed and approve the acquisition of communications equipment for the agency; control the allocation and utilization of resources involving new construction, engineering design, district operations and maintenance projects.

Develop State and regional goals, objectives, long-range plans and programs to ensure the continual operation of the agency's communications system; conduct research and anticipate projected growth to identify communications problems and/or concerns, and ensure consistency with the agency's overall communications needs; determine ways to improve the quality of service and/or modify the existing system including integration of new equipment.

Develop policies and procedures and equipment specifications to maintain the integrity of the communications system including a statewide system operations plan to identify the needs of the agency and evaluate the capabilities of the system; incorporate policies and procedures applicable to State and federal regulations and national standards; ensure compliance with federal rules and regulations and advise agency management of legal and regulatory issues on a federal and State level; prepare FCC license applications for the agency and ensure licenses are renewed and properly posted in a timely manner.

Provide assistance to agency staff, State and local agencies and rural communities regarding various aspects of managing and operating a communications system; provide direction on the most cost effective and economical communications systems and recommend modification, replacement, installation or repair of new and existing communications equipment.

Coordinate with State and federal communications officials and State agencies regarding radio site problem resolution, establishment of standards for jointly operated radio sites and development and implementation of interagency agreements regarding emergency frequency, right-of-way applications and maintenance service agreements.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree in electrical engineering or electronics technology and two years of experience installing, repairing and maintaining communications and ancillary equipment; **OR** an associate’s degree in electronics technology or closely related field and three years of technical electronics experience, two years of which are as described above; **OR** one year of experience as a Communications Systems Specialist II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: electronics applicable to the engineering of communications systems; FCC licensing procedures including frequency coordination; principles, practices and trends in communications engineering and design. **General knowledge of:** budget preparation and maintenance; correct English usage, grammar, spelling and punctuation. **Ability to:** plan and set project priorities; communicate both orally and in writing to effectively manage assigned communication systems; train, supervise and evaluate the performance of assigned staff; design modified prototype and production circuits to satisfy the needs of the system; choose proper connection techniques, packaging and retrofit types for new circuits; install, repair and maintain communications and ancillary equipment; instruct others regarding the agency's statewide communications system; maintain effective channels of communication with department management, State and local government officials, and other State agencies; manage space, equipment and material resources including developing utilization plans and justifying acquisitions; interpret data using standard calculations for path and coverage analysis; operate a personal computer and associated software; perform project management functions involving site development.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: agency communications sites and equipment. **Working knowledge of:** functions and communications needs of the assigned agency; State and agency policy and procedure to effectively manage and develop system programs and requirements. **Ability to:** forecast future agency communications system requirements and formulate a comprehensive long-range, statewide communication plan; manage and direct a variety of communications projects on a statewide basis; plan and administer the agency's communications budget.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.959

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