

## COMMUNICATIONS NETWORK SUPERVISOR

### CODES/PAY RANGE

Class Code: 1160

EEO Code: C

Pay Range: 216

### MAJOR FUNCTION

Highly responsible work planning, organizing, coordinating and supervising communications system services within the county.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, organizes, coordinates and supervises voice and data communications services for all county departments.

Confers with representatives of county departments, State Division of Communications, telephone companies, and communications service suppliers to determine telecommunications requirements and services of the county.

Plans and designs new and revised telephone systems. Coordinates the processing of installation and change orders. Coordinates the modification and installation of systems local distribution and leased telephone transmission facilities.

Conducts telephone traffic surveys to optimize use of facilities.

Integrates facsimile and call processing devices into the telephone system. Supervises maintenance of these services.

Manages installation and maintenance of wiring and cabling with County facilities.

Plans and integrates supporting transmission services from telephone carriers and State of Florida into County network plan.

Manages data communications supporting IBM mainframe computer network from front end processor to all users.

Manages data distribution systems supporting County local area networks (LANs) and wide area networks (WANs) including ethernet, token ring, fiber distributed data interface (FDDI), etc.

**(Communications Network supervisor continued)**

Supervises Communications Technicians, establishing and maintaining standards for wiring, cabling, etc.

Prepares recommendations and reports.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of principles, practices, terminology, and trends in voice and data services. Knowledge of modern digital PABX systems, electronic key telephone systems, trunking, leased transmission facilities, mainframe computer networking, LANs, WANs, and network management.

Ability to plan, organize, direct, and coordinate voice and data services for all county divisions. Ability to analyze requirements and make appropriate recommendations. Ability to prepare and maintain technical records and reports. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to train others in the use of modern communications systems.

**MINIMUM QUALIFICATIONS**

Graduation from High School or G.E.D., and four (4) years of progressively responsible experience in voice and data communications technology, LANs and WANs of microcomputers and supporting devices, operation of solid state electronic PBX, interface with the public switchboard network and the supported private line service.

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS:**

Environmental Demands: Inside work. Limited exposure to dust and confined spaces.

Physical Demands: Medium work. Ability to see (close objects, color), bend, stoop, reach overhead, hear, finger dexterity and handle, lift (20 pounds.)

Mental Demands: Ability to read and comprehend technical manuals and journals, reports, safety instructions, policies, procedures, letters and memos. Ability to perform general mathematical functions. Ability to write reports, evaluations, memos, instructions, letters. Ability to speak clearly and concisely relating information, data and details to layman.