

DIRECTOR OF COMMUNICATIONS SERVICES, 7625

Summary of Duties : Directs, supervises, and coordinates the operations of the Communications Maintenance, Operations Support, and Communications Engineering and Planning Divisions of the Department of General Services; and does related work.

Distinguishing Features : The Director of Communications Services directs and coordinates the planning, research, design, engineering, construction, installation, operation, and maintenance of municipal electronic, wire, and signal communications systems, including radio, microwave, telephone, teletype, television, data transmission, and overhead and underground wire and cable facilities. An incumbent of this class supervises the conceptual designs of the more complex communications facilities and determines the priority of communications projects. The work includes representing the City before the City Council and its committees and before regulatory bodies, such as the Federal Communications Commission. The individual is responsible for the long-range planning involved in providing all types of communications services to City departments. Assignments are received verbally in general terms, supplemented by conferences, with the details of execution left to the judgment of the employee.

Examples of Duties : Directs, coordinates, and reviews work performed by the Communications Maintenance, Operations Support, and Communications Engineering and Planning Divisions; directs and coordinates the planning, research, design, engineering, construction, installation, operation, and maintenance of municipal electronic, wire, and signal communications systems, including radio, electronic, microwave, telephone, teletype, television, data transmissions and overhead and underground wire and cable facilities;

Provides managerial direction in the design of the more complex communications facilities; directs the review and approval of plans for new construction and major modifications of public buildings to assure adequate provisions for communications installations; appears before regulatory bodies, such as the Federal Communications Commission to support applications or other matters in which the City has an interest and before the City Council and its committees regarding communications matters; directs the preparation of reports relating to long-range planning or policy decisions concerning services, methods, standards, and scope for providing all types of communications services to City departments; plans and organizes special studies on communications systems and facilities;

Coordinates the engineering and operational functions of the various municipal communications services; determines the priority of communications projects; resolves difficult communications problems by consulting with department heads and other City officials; prepares

complex reports and administrative studies on the City's communications systems; directs studies for consolidation of City communications facilities and services; directs economic evaluations of alternative communications proposals; develops programs for economies in communications services; and directs studies of new applications of communications services;

Plans and directs the work of the Senior Communications Engineers in charge of the Communications Maintenance, Operations Support, and Communications Engineering and Planning Divisions; makes decisions on problems which cannot be decided by division engineers; assigns personnel and authorizes personnel changes; represents the General Manager, Department of General Services, as directed, in negotiations with suppliers furnishing communications services and facilities to the City and in meetings of technical persons regarding the development of communications systems techniques and procedures; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles and practices of communications management as applied to the planning, research, engineering, design, construction, installation, operation, and maintenance of municipal electronic, wire, and signal communications systems, including radio, electronic, microwave, telephone, teletype, television, data transmission, and overhead and underground wire and cable facilities; a good knowledge of the principles and practices of public administration as applied to the direction and coordination of municipal communications systems, including organization, management, and supervision; a good knowledge of the organization, functions, policies, and procedures of the Communications Maintenance, Operations Support, and Communications Engineering and Planning Divisions; a good knowledge of the sources of communications engineering information and new developments in the field; a good knowledge of safety principles and practices; a good knowledge of supervisory principles and practices; a good knowledge of the laws and regulations relating to equal employment opportunities and affirmative action; a working knowledge of the organization and functions of City government and the interrelationship of the Department of General Services with other City departments for which communications services are provided; a working knowledge of the policies, procedures, and regulations of the Federal Communications Commission and other governmental agencies pertinent to municipal communications systems; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, regulations, and procedures; the ability to plan, organize, and direct the administrative and operational activities of several communications divisions; the ability to exercise independent judgment in making decisions and approving plans and projects; the ability to analyze and formulate programs for the economic improvement of municipal communications services; the ability to direct the preparation of, and to prepare and present reports and recommendations; the ability to appear and speak effectively before the City Council and its

committees and before regulatory bodies; the ability to represent the Department of General Services and the City in negotiations with suppliers and in technical meetings and conferences, and the ability to establish and maintain good relationships with public officials, subordinates, private citizens, and public groups.

Four years of professional communications experience at the level of Communications Engineer or four years of full-time paid experience in a position at least at that level planning, designing and implementing communications systems is required.

License: A valid California driver's license is required as a condition of employment.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; and good speaking ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any individual position shall be.