

SENIOR COMMUNICATIONS ENGINEER (7614)

TASK LIST – 2022

1. Directs and coordinates the preparation of cost and service studies to determine and evaluate the communication systems and computer network needs of various City departments, and agencies.
2. Meets with the departments' management, other departments, and external agencies or supervises the preparation of studies relating to proposed communications systems and computer networks.
3. Manages communications and computer network infrastructure budgets, costs, and projects including resource management, financial management, and project controls.
4. Develops and executes communications and computer network infrastructure design, processes, and methodology.
5. Develops and oversees the preparation of cost and service comparisons for alternate communications systems and computer networks.
6. Recommends systems and equipment to meet existing and anticipated communications service and computer network needs.
7. Establishes design parameters based on industry standards for approved systems and directs or performs the design and scheduling of the more complex systems and installations.
8. Supervises the preparation of budget requests and reports for communications and computer network equipment.
9. Supervises and coordinates the design, installation, operations, and maintenance of communication systems and computer networks.
10. Develops short and long-range plans and programs to efficiently utilize existing and new communications and computer network facilities.
11. Resolves or refers disciplinary problems to management and evaluates the work of subordinates.
12. Acts for the Information Systems Manager I/II or Director of Communications in that person's absence or as directed.
13. Fulfills supervisory Equal Employment Opportunity responsibilities, such as interviewing prospective employees.
14. May occasionally be assigned to other duties to address the organizational needs or changes, training purposes, or meet technological changes or emergencies.