

**DIRECTOR OF COMMUNICATIONS SERVICES (7625)
TASK LIST - 2024**

1. Directs, coordinates, and reviews the work performed by multiple teams within the Information Technology Agency sufficient for the teams to complete the work.
2. Directs and coordinates the planning, research, design, engineering, construction, installation, operation, and maintenance of municipal communications systems to ensure the network resources and services are delivered and maintained for the day to day operations.
3. Directs the team of engineers that designs, implements, and maintains the more complex communications systems and/or facilities to ensure compliance of standards and best practices of the communications resources and services for the day to day operations.
4. Directs the review and approval of communications plans for construction and modifications of public buildings and facilities to ensure adequate provisions for installations.
5. May appear before regulatory bodies, such as the Federal Communications Commission and/or Public Utility Commission to ensure support to applications or other matters in which the City has an interest.
6. Appears before the City Council and its committees, and is a member of technical steering committees of large scale projects regarding communications matters to ensure the advancement of Information Technology Agency projects.
7. 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 to ensure business continuity, compliance, and operations in the future.
8. Plans and organizes special studies on communications systems and facilities sufficient to auditing for compliance, planning for modernization purposes, and new applications of communications services.
9. Determines the priority of communications projects to ensure projects are completed in a timely manner.
10. Resolves difficult communications systems problems by consulting with department heads, other agencies, and City officials to ensure problems are resolved.
11. Develops programs for economies in communications services to ensure that projects are fiscally sound.
12. Assigns personnel and authorizes personnel changes to ensure adequate resources for the division's operations.
13. Represents the City in negotiations with suppliers furnishing communications services and facilities to the City to ensure the development of communications systems techniques and procedures.

14. Develops, reviews, and manages project plans of subordinates to ensure completion of projects in a timely manner.