

## COMMUNICATIONS PROJECT LIAISON

### JOB DESCRIPTION

**Classification Responsibilities:** The Communications Project Liaison is involved in the following: researching, designing, purchasing, modifying, and installing specialized communications systems for various City departments; providing overall communications systems operations support; coordinating activities with other agencies, departments, and organizations; preparing reports and recommendations for review; and participating in special research project activities. This class is also responsible for performing related duties as required.

**Distinguishing Features:** This class receives general supervision from a Wireless Communications Administrator who reviews work through meetings, conferences, and reports regarding: system design, installation, modification, and maintenance activities, problems encountered, and overall results achieved. Participates on the management team of the Communications Department in decision-making and the development and implementation of operational policies. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a two-year degree in Electronics. Five years of full-time employment in the installation, maintenance, design, and/or modification of radio or related communications systems and equipment.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must possess a Federal Communications Commission General Radiotelephone Operator License within one year after hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework or training in management and graduation from an accredited college or university with an Associate's Degree in Electronics or Electronics Technology is highly desirable. Experience and/or education in Project Management is highly desirable. Experience and/or education in Internet Protocol networks is highly desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Presents technical information to non-technical persons clearly and concisely, both verbally and in writing. Communicates with vendors and other government agencies. Supervises and evaluates the work of subordinates. Prepares reports, proposals, budget requests, etc.

**Manual/Physical:** Analyzes problems with radio systems and equipment. Measures distances to prepare sites and install equipment. Performs physical inventories. Enters data into a personal computer regarding maintenance and projects. Works at heights less than ten feet when inspecting radio sites. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings throughout Arizona regarding communications systems and related equipment. Represents the department on committees, conferences, task forces, and professional organizations. Inspects City communication

facilities, equipment, and installations to determine compliance with standards, specifications, instructions, and Federal Communication Commission (FCC) rules and regulations. Uses schematics, blueprints, drawings, and layouts to plan maintenance and installation activities. Documents communication sites. Assists customers with determining the type of telecommunications and services they need. Distinguishes colors in electrical wiring and components, charts, and maps. Meets scheduling and attendance requirements.

**Mental:** Schedules the work of contracted personnel engaged in installing and maintaining communication systems; towers; antenna systems; control consoles, and data, audio, video, and microwave equipment. Develops standards and procedures for communications systems and equipment maintenance. Establishes technical installation, communications systems, and equipment maintenance and repair, and site inspection standards and procedures. Prepares, plans, and develops specifications for current and future City communications systems and equipment. Performs research to assist with special evaluation studies. Recommends changes in the design, construction, modification, installation, and other facets of the City's communications and electronic equipment to a Wireless Communications Administrator. Analyzes requirements for special communications projects. Assists with the preparation of bid specifications for communications and testing equipment. Assists with the planning, development, and construction of new building communications needs and sites. Assists with the preparation of program budgets and system operations expenditures.

**Knowledge and Abilities:**

Knowledge of:

the principles of electrical, electronic, and current radio theory;  
the technical and operating methods, tools, equipment, and materials and supplies used in radio testing, repair, construction, installation, and maintenance work;  
the principles and practices involved in the design, construction, installation, maintenance, and operation of communications systems and testing devices;  
the FCC rules and regulations pertaining to radio communication systems and associated equipment;  
the current improvements and developments in radio systems and equipment, and their maintenance;  
the principles and practices of work scheduling and project control;  
the general uses of spreadsheet and data management personal computer software programs;  
the general principles and practices of budget preparation and expenditure monitoring;  
the general principles and practices of purchasing and inventory control; and  
the general principles and practices of information technology and Internet Protocol-based networks.

Ability to:

provide liaison and coordination of communications activities with personnel of City departments, governmental and private agencies, contractors, and the public;  
analyze the resources used to provide operations maintenance support for the City's communications systems;  
coordinate projects through technical supervisors;  
conduct research and advise the Wireless Communications Administrator and Communications Administrator of the current and future communication needs of the City;  
make difficult technical and operating decisions;

prepare clear and concise reports for management, documenting and analyzing problems or failure trends and related maintenance operations data;  
establish and maintain effective working relationships with City management, user department staff, subordinates, and the general public;  
review and evaluate facility plans, equipment specifications, and performance; and  
provide technical oversight and coordination of collocated communication site users.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

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PAY GRADE: 53

EEO-Prof

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200