



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TELECOMMUNICATIONS MANAGER

Job Number: 20001822

Job Code: 96060V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16	Salary (MIN - MID):	Special Entrance Rate:
	\$21,870-\$28,972 - Hourly	NONE
	\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary	NONE
	\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional project management work involving the planning, control, installation, maintenance and continued operation of the microwave system, state telephone communications system or other related systems; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in telecommunications systems.

Substitute EDUCATION for EXPERIENCE:

Graduate study in electronics and/or telecommunications will substitute for the required experience on a year for year basis not to exceed two years.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the field of electronics or telecommunications systems will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, coordinates and supervises the delivery of electronic communications systems for state agencies. Responsible for management of central communication system including facility allocation and maintenance of the system. Responsible for coordinating all acquisition, allocation and preventative maintenance of the equipment. Performs on site inspections as required. Provides technical assistance to all agency billings. Responsible for the systems continuing compliance with Federal Communications Commission requirements. Initiates studies, conducts workshops and implements methods and procedures to insure the most cost efficient systems. Develops bid specifications, provides consultative services and prepares cost analysis in the selection and monitoring of systems. Assists in the planning, design and implementation of the Commonwealth's telecommunications network. Recommends to division director salary increases, disciplinary actions, layoffs, etc. Prepares technical reports and analyses. Represents division in inter agency meetings on emergency communications, telecommunications, law enforcement radio services, warning services and devices.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.