

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**COMMUNICATIONS NETWORK SUPERVISOR**

**Position Code: K1960**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general direction, performs highly responsible supervisory work in planning, supervising, directing and evaluating the operations of a major computerized communications network installation; serves as senior technician in identifying and resolving network malfunctions, remote terminal or transmission line problems.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, supervises, directs and evaluates the multi-shift operation of a major computerized communication network; remains on 24 hour-a-day call to resolve installation service interruptions or problems.
2. Coordinates the development of on-line data files containing detailed inventory information, trouble history and network traffic statistics; assists in developing such files into workable tools for management staff.
3. Serves as senior technical specialist in trouble-shooting problems with mini-computers, computer display terminals, hard copy devices, communication transmission lines, and data sets, hardware and system and user software.
4. Assists in the coordination of installation, relocation and removal of electronic data processing equipment including site preparation, performance testing, and training of user personnel and follow-up after equipment installation.
5. Responsible for training and orientation of communications network staff; attends meetings and conferences relative to area of responsibility; keeps abreast of technical advancements in the field of computerized communications networks.
6. Evaluates, tests and installs communications network testing equipment; makes recommendations for the purchase of additional equipment.
7. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of two years of college preferably with coursework in electronic data processing or electronic and four years of

## **COMMUNICATIONS NETWORK SUPERVISOR (Continued)**

experience in a major computerized communications network system or closely related work; preferably include at least one year of experience as a Communications Network Technician or equivalent work.

### **Knowledge, Skills and Abilities**

Requires extensive knowledge of computerized communications network operations.

Requires extensive knowledge of electronic and computer testing techniques and equipment utilized to identify communications network problems and malfunctions.

Requires thorough knowledge of data processing and electronic functions affecting communications network services.

Requires working knowledge of supervisory practices and procedures.

Requires ability to plan, supervise and evaluate a technical communications network staff.

Requires ability to communicate effectively both orally and in writing.

Requires ability to establish and maintain good working relationships with users, vendors and data systems staff.

Requires ability to plan and coordinate the installation or relocation of remote equipment.

Requires ability to install communications network test equipment.

Approved by the Secretary of State Merit Commission - June 12, 1979

Effective - June 16, 1979

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year