

# NETWORK COMMUNICATIONS SPECIALIST

**Department: General Services**

**Classification: Competitive**

**Specification Number: 2460**

**Approved: 8/8/2023**

**Revised: By JG**

## **MINIMUM QUALIFICATION**

### ***OPEN COMPETITIVE***

Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree, which includes or is supplemented by thirty (30) credits in computer science, electronics or advanced mathematics, and two (2) years of technical experience in installation, modification and maintenance of computer networks.

**NOTE:** Additional experience may be substituted for education on a year-for-year basis to a maximum of four years. Because of the changing technology in this field, experience must be gained in the past five (5) years.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision of the Network Communications Manager, an employee in this class assists the Manager in the technical work of designing and managing a local area network. This title differs from the Network Communications Manager in that the Manager is administrative while the Specialist is a technical position. The Manager is responsible for all major areas of communications and telecommunications, while this employee is a specialist in local area networks. Performance is reviewed through consultations and conferences. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Assists in design and management of local area network systems;
- Assists in developing technical proposals and major technical evaluations;
- Assists in developing both short-range alternatives and long-term plans for network installations, enhancements, upgrades, and migrations;
- Provides technical supervision for a networking and systems support section;
- Performs technical work writing codes, moving programs and loading software;
- Recommends direction for new data and telecommunications networking technologies;
- Meets with vendors to keep abreast of new products and technologies; assists in preparing cost estimates.

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Good knowledge of data processing, data communications and office systems; good knowledge of current literature, sources of information and technical developments in the field of network design and maintenance; good knowledge of capabilities and applications of data processing hardware and software; good knowledge of data communications equipment technology and terminology; good knowledge of network communications cost estimating; ability to analyze needs and provide solutions; ability to diagnose technical problems; ability to establish good working relationships with others in a manner conducive to full performance and high morale; ability to express oneself clearly both orally and in writing; tact; courtesy; physical condition commensurate with the demands of the position.