

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5178
GRADE: S-28

TITLE: TELECOMMUNICATIONS BRANCH MANAGER

DEFINITION:

Under the general supervision of the Assistant Director of the Division of Communications, plans, directs, and manages the activities of the Telecommunications Branch; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Plans, directs, and supervises the work of Branch staff in the design, installation, and maintenance of complex telecommunications systems supporting all County agencies and the Fairfax County Public Schools;
Conducts and/or oversees user requirements studies and engineering analyses;
Directs all planning efforts for the development and implementation of telecommunications systems; Supervises and participates in the preparation of specifications for telecommunications and other electronic equipment;
Coordinates the provision of telecommunications services for new and upgraded County facilities with technical representatives from other County agencies, as well as with private engineers and architects;
Provides technical advice and assistance to County agencies regarding long-range telecommunications planning and related budgetary requirements;
Participates, as a member of study groups and panels, in the development of recommendations for cost-effective approaches to the provision of County-wide telecommunications support;
Directs and participates in the administrative and fiscal operations of the Branch, including the preparation of budget submissions and the monitoring of expenditures; Actively participates in the activities of national, state, and regional communications organizations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency in quantitative telecommunications analysis techniques;
Knowledge of the principles and methods of telecommunications administration and financial analysis;
Ability to guide and supervise subordinates in accomplishing detailed technical analyses;
Ability to communicate with County employees at all levels;
Ability to establish and maintain effective working relationships with County officials and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

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Graduation from an accredited four-year college or university with major course work in voice and data telecommunications operations/management, engineering, or quantitative analysis; plus Five years of increasingly responsible experience in planning, designing, implementing and maintaining complex telecommunications systems and related networks, including two years of supervisory administrative experience.

CERTIFICATES AND LICENSES REQUIRED:

None

ESTABLISHED: October 14, 1991