

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: DATA COMMUNICATIONS SPECIALIST

BASIC FUNCTION:

Plan and coordinate the system development and maintenance of the data and data communications computers interfacing with the District telecommunications network; develop special in-house routines and assure proper interface with purchased software products; direct and coordinate the installation, maintenance and operation of terminals, interfaces and multiplexing equipment for data communications; maintain knowledge of current technology requiring modifications to the existing data communications system.

REPRESENTATIVE DUTIES:

- Plan and coordinate the system development and maintenance of the data and data communications computers interfacing with the District telecommunications network; direct and coordinate the operation of data communications processors.
- Direct and coordinate the installation, maintenance and operation of terminals, interfaces and multiplexing equipment for data communications.
- Install new programs needed by users of the system; assist users in the selection of the most efficient equipment for their needs; develop special in-house routines and assure proper interface with purchased software products.
- Interface with information services personnel and maintenance technicians to determine the most efficient methods of implementing system and application software and to determine appropriate preventive maintenance procedures for terminals and interfaces.
- Implement program changes to the communication program as necessary; interact with District personnel to determine program changes needed to support existing data communications equipment.
- Define, design, implement and maintain reports and statistics that measure operating conditions of the data communication system.
- Maintain a working relationship with other units within the District to inform them of services provided by the information services department.
- Maintain a working relationship with other District personnel on new technology and systems for future enhancements to the data communications system.
- Maintain knowledge of current technology requiring modifications to the existing data communications system.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Data communications networks.
- Equipment and software of data communications networks.
- Testing and measurement equipment used for data communications networks maintenance, repair and modification.
- Technical aspects of field of specialty.
- District purchasing policies and requirements.
- Interpersonal skills using tact, patience and courtesy.

KNOWLEDGE OF - continued:

- Policies and objectives of assigned program and activities.
- Laws, rules and regulations related to assigned activities.
- Inventory methods and practices.
- Record-keeping techniques.

ABILITY TO:

- Plan and coordinate the system development and maintenance of the data communications computers in the telecommunications network.
- Develop special in-house routines and assure proper interface with purchased software products.
- Maintain knowledge of current technology requiring modifications to the existing data communications system.
- Install, maintain and repair data communications equipment and networks.
- Order parts and equipment according to established procedures.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in data communications or a related field and three years data communications and data systems design experience.