

TELECOMMUNICATIONS PLANNING AND UTILIZATION OFFICER, 7640

Summary of Duties : Directs the activities of the Bureau of Telecommunications Planning and Utilization in the Department of Telecommunications; coordinates the development of plans for the uses of telecommunications systems; and does related work.

Distinguishing Features : The Telecommunications Planning and Utilization Officer is responsible for the activities of professional employees engaged in analyzing telecommunications needs of City departments and preparing plans for telecommunications systems and uses. This position is also be responsible for developing and implementing institutional uses of cable television by the City and joint public/private ventures in such areas as data transmission, training/teleconferencing, and public information. A Telecommunications Planning and Utilization Officer differs from a Senior Communications Engineer in that the latter is involved with directing employees engaged in the development, design and implementation of communication systems. In contrast, a Telecommunications Planning and Utilization Officer is involved in directing the analysis, planning and coordination of the City's telecommunications needs on a City-wide, long-range strategic planning basis in addition to directing the development and implementation of municipal uses of cable television.

Examples of Duties : Plans, coordinates, and directs the activities of the Bureau of Telecommunications Planning and Utilization; directs and coordinates the preparation of a City-wide, long-range telecommunications master plan; formulates policy recommendations on the City's efforts to work with private industry in the development of telecommunications projects in a joint venture; directs the development of cable television interconnection and institutional uses of cable television, such as for training/teleconferencing, public information, and/or data transmission; prepares or directs the preparation of studies and analysis of policies, procedures and plans applicable to the development of a telecommunications master plan; confers with department heads to determine and coordinate their telecommunications needs; may appear before the City Council, Council committees, and other bodies to represent the City's position on telecommunications planning matters; recommends Department policies; defines and interprets policies to subordinates; directs the preparation and maintenance of a variety of reports, records and correspondence related to Bureau activities; assigns, reviews, and evaluates the work of subordinates; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of telecommunications systems as

applied to their uses, the planning and the coordination of voice, video, and data transmission; a good knowledge of the sources of telecommunications information and developments in the field; a good knowledge of administrative principles and practices; a good knowledge of safety principles and practices; a working knowledge of the laws and regulations related to equal opportunity and affirmative action; a general knowledge of the Memoranda of Understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; the ability to deal tactfully and effectively with governmental officials and employees and with the public; the ability to represent the City effectively at hearings before Commissions and at conferences with public officials and officers of private companies; the ability to plan, direct and coordinate the preparation of clear and comprehensive technical and administrative reports; the ability to plan, organize, coordinate, direct and review the work of subordinates; the ability to develop and maintain cooperative relationships with governmental officials and private industry; the ability to speak effectively.

Two years of full-time paid experience supervising telecommunication planning work in identifying, analyzing, evaluating, recommending and coordinating a variety of telecommunications plans and systems at least at the level of Telecommunications Planner is required for Telecommunications Planning and Utilization Officer.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.