

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505560

DIVISION OR INSTITUTION  
Office of Information TechnologyUNIT OR OFFICE  
ISD/ MARCSCOUNTY OF EMPLOYMENT  
FranklinThis row is for Information  
Technology classifications ONLYPRIMARY TECHNOLOGY (IT ONLY)  
WirelessSECONDARY TECHNOLOGY (IT ONLY)  
Fixed/Mobile Admin; Fixed/Mobile HardwarePOSITION NUMBER  
20006382☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006380 Telecommunication Network Manager 1☒ Permanent  
☐ Temporary  
☐ Intermittent☒ Classified  
☐ Unclassified  
☐ EssentialOvertime: ☒ Eligible ☐ Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Evaluates current IT policies, procedures, and practices and recommends. Leads IT driven change effort. Participates in and/or leads activities to achieve project tasks/meet deadlines.	<b>Knowledge of:</b> (1) wireless systems design & implementation (2) technical writing & documentation practices; (3) digital trunked wireless telecommunications; (4) customer support & personal service; (5) state & agency policy, procedures & applicable laws*; (6) vision, mission & goals of agency*; (7) mathematics principles relative to assigned area in IT; (8) carrier telecommunications (e.g., VOIP); (9) FAA & FCC forms & documents; (10) IT principles, methods & practices in wireless data, voice and IP technology; (11) software distribution & configuration management tools & mechanisms; (12) organizations operation environment, topology, & protocols; (13) portable and mobile digital voice and data devices; (14) performance monitoring methods; (15) managing or provisioning of fixed/mobile telecommunications devices wired and wireless; (16) design, installation & configuration procedures; (17) solutions design development; (18) multiple system administration methods & procedures; (19) operating systems installation & configuration procedures; (20) technology design & techniques (e.g. talk group planning and programming); (21) structured analysis principles; (22) system/site maintenance;

JOB TITLE  
Infrastructure Specialist 4JOB CODE  
69934

List Position Numbers &amp; Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

10/28/10

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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40	Develops solutions; works with IT Architect staff; CIO or IT Managers to design solutions that meet the agency's requirements; assists analysis of the solution design's business case; authors' portions of the solution business case..	(23) Wireless; (24) Fixed/Mobile Admin- istration; (25) Fixed/Mobile Hardware <b>Skill for:</b> (26) critical thinking; (27) troubleshooting; (28) systems analysis; (29) systems evaluations; (30) operation analysis; (31) complex problem solving (e.g. planning talk groups); (32) opera- tion monitoring (e.g. Remedy-remote site management); (33) judgment & decision making; (34) assuring quality & lead work. (35) public speaking; (36) service orientation; (37) installation; (38) troubleshooting; reading compre- hension; <b>Ability to:</b> (39) prepare mea- ningful, accurate & concise reports; (40) stay abreast of current wireless, IP technologies; (41) define problems, collect data; establish facts & draw va- lid conclusions; (42) provide expert technical advice;(43) guidance, & rec- ommendations to management, custom- ers & other technical specialists on crit- ical IT issues;  <b>Knowledge of:</b> 1-25; (44) Federal Communications and Aviation Regula- tions. <b>Skill for:</b> 27-38 <b>Ability to:</b> 39-43

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apd 10/28/10 RDM

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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20	<p>Works with vendors, other specialists and/or agencies to solve integration problems. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.</p> <p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>	<p><b>Knowledge of:</b> 1-25; 44; <b>Skill for:</b> 27-38 <b>Ability to:</b> 39-43</p>

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