

## **ELECTRONIC COMMUNICATIONS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves an independent responsibility for meeting a municipality's needs in the field of electronic communication which includes planning, designing, installing and maintaining a variety of electronic communications systems and equipment. Systems involved are primarily concerned with a police base station and mobile units, however, other electronic systems would concern several additional base stations with their respective mobile units, security, intercom, paging, etc. While much time is spent in bench maintenance, it is expected that continual effort will be made to up-grade and integrate electronic communications systems in accordance with the needs of the municipality. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans for services involving radio communications and related computerized information storage and retrieval, internal communications systems and electronic security systems;  
Provides economic analysis of electronic equipment acquisition and disposal, distribution and utilization;  
Provides specifications for the purchase of electronic equipment and approves any modifications and its acceptance;  
Designs and fabricates special electronic circuits, components and equipment;  
Designs and provides specifications for any structural changes in buildings or other housings of electronic equipment necessary for its installations;  
Installs and maintains all electronic equipment at any level of repair;  
Initiates records of activities and equipment use and maintenance and issues reports;  
Provides for necessary equipment and operating procedures for adherence to the regulations of the Federal Communications Commission.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of basic electronic theory as it pertains to network circuit designs, including digital circuits and to radio-telephone; thorough knowledge of structural theory and material composition as necessary for the installation of electronic equipment; good knowledge of basic communications laws and Federal Communication Commission regulations as pertains to radio-telephone; ability to design, fabricate, install and repair electronic circuitries and equipment.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Electrical or Electronic Engineering and four (4) years of post degree experience in the design, development and installation of electronic communications systems.

**SPECIAL REQUIREMENTS:** Possession of a Federal Communications Commission Second Class Radio-Telephone License and a Professional Engineer's License issued by the State of New York.