

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : COMMUNICATIONS ANALYST
Code : 090380 HIK
Page : 1 of 1
Competitive

GENERAL STATEMENT OF DUTIES

Proposes communication requirements by analyzing requests for service in relation to existing facilities and future needs; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position is both administrative and technical, and the duties require the use of independent judgment.

TYPICAL DUTIES

1. Develops proposed standards and procedures.
2. Compiles, evaluates, and makes recommendations regarding requests for the addition, modification, or deletion of telephones and other communication devices.
3. Locates and proposes solutions to communication problems.
4. Develops means for regulating communication services provided by private companies.
5. Develops and maintains adequate cost control methods to increase efficiency and obtain maximum economy of operation.
6. Maintains an inventory of equipment.
7. Performs miscellaneous communication consulting services, as required.
8. Trains employees in the use of communications equipment, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of communication principles and applications.
2. Considerable knowledge of communications equipment and its application.
3. Considerable knowledge of current developments in the field of telecommunications.
4. Ability to inspect and review maintenance and services performed and to recommend and implement improvements and procedures, including purchase of equipment.
5. Ability to maintain effective working relationships with others.
6. Ability to express oneself effectively, both orally and in writing.
7. Ability to instruct people in the proper use of equipment.

MINIMUM QUALIFICATIONS

Training and Experience

Associate's degree or sixty credits from a regionally accredited or New York State registered college or university

and

Three years of satisfactory experience planning, analyzing, or recommending modification of communication systems.

NOTE: Satisfactory experience, as outlined above, in excess of the three-year requirement may be substituted for college education on a year-for-year basis.