

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Communications Network Administrator**

**Class Code: 40375**

**Pay Grade: GK**

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### **A. Purpose:**

Administers a statewide communications system by overseeing the design and installation, preparing budgetary and planning documents, supervising technical support staff, and providing technical maintenance support to ensure efficient and effective operations.

### **B. Distinguishing Feature:**

The Communications Network Administrator is responsible for ensuring statewide telecommunications systems are implemented using technology that is current, efficient, and within budgetary limits.

The Communications Network Analyst designs and manages the comprehensive operations of a shared communications system including the technical aspects, network services planning and engineering, software maintenance, and contract administration.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Provides administrative support to a statewide telecommunications system to ensure operations are in compliance with state goals and objectives.
  - a. Prepares and monitors the operating budget.
  - b. Formulates the strategic plan to implement communications services.
  - c. Represents the agency at planning meetings.
  - d. Approves requests for proposals (RFP's) for acquisition of hardware, software, and associated services.
  - e. Develops project schedules, monitors progress, and reviews completed work.
2. Provides technical assistance, maintenance, and support to ensure network technologies are implemented efficiently and effectively.
  - a. Provides direction for system and network design parameters.
  - b. Prepares design documents for network connectivity.
  - c. Plans for, designs, and implements new technologies.
  - d. Coordinates activities with service providers, clients, and contractors.
3. Supervises subordinate staff to ensure the objectives of the work unit are met.
  - a. Interviews and selects staff to be hired.
  - b. Trains and provides work direction.
  - c. Approves leave requests.
  - d. Addresses employees problems and recommends disciplinary actions.
  - e. Conducts performance appraisals and completes performance appraisal documents.
4. Performs other work as assigned.

### **D. Reporting Relationships:**

Typically supervises or serves as a lead worker over Communications Network Specialists, Communications Network Analysts, and Communications Network Technicians who design, install, and maintain network services.

**E. Challenges:**

To successfully develop shared communications services on a statewide basis. This involves pioneering new technologies and services which impact the way state government, private business, and education services are delivered throughout the state.

Typical problems resolved include developing proper technical solutions to meet client needs, maintaining the integrity of services, operating within budget guidelines, and preparing migration plans for equipment changes.

**F. Decision-making Authority:**

Decisions made include the content of budget proposals, goals and objectives of the strategic plan, adjustments to implementation and installation schedules, initial approval of RFP's and design plans, and whether staff or contractors will provide technical support and maintenance.

Decisions referred include final approval of the budget, contractual services, and strategic plan.

**G. Contact with Others:**

Frequent contact with vendors to discuss hardware and compatibility issues, upgrades, and migration plans; and engineering and satellite firms for technical direction.

**H. Working Conditions:**

Typical office environment.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- engineering principles of communications systems;
- communications industry and marketing principles;
- business administration; and
- supervisory techniques.

Ability to:

- direct the work of subordinates;
- develop and maintain effective working relationships; and
- communicate effectively.