

## **DATA COMMUNICATIONS MANAGER**

03490

(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for planning, implementing and maintaining data transmission networks in support of data processing systems linking participating user agencies to the central computer in Onondaga County. Under general supervision of the Commissioner of Information technology, an employee of this class performs a variety of complex and responsible duties in the planning, implementation and maintenance of data communication systems for users. Various systems include the Onondaga Law Enforcement Information System, the On-Line Systems of county departments, and interfaces with outside agencies. An employee of this class is responsible for establishing the majority of objectives for the area of operation in accordance with general guidelines and with the approval of the Commissioner. Work is reviewed by conference and annual report. Direct supervision is exercised over a number of technical and professional employees, such as Systems Programmers, Programmer I's and Programmer II'S. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Plans data transmission networks between participating agencies and the County's central computer by determining appropriate additions to the existing system and appropriate new applications, considering overall impact on the system, cost effectiveness, and other related factors.

Implements data transmission networks by arranging for the various telephone lines and vendors, supervising the installation, and testing the system.

Maintains data communication systems by enhancing and changing software packages, providing technical support for interfaces with outside agencies (such as the Department of Motor Vehicles), troubleshooting problems on-line, and adhering to our standards of performance and those of the outside agencies.

Evaluates data communications software by studying the impact on the network. The cost effectiveness, and the amount of service it provides for a department.

Assists other systems analysts and designers in planning communication segments of systems by acting in an advisory, administrative and resource capacity.

Monitors network usage and service experience by collecting statistical data from the network, performing checks on the on line system and locating possible trends in order to make adjustments for improvements.

Analyzes current and planned network usage by monitoring the network and develops recommendations for improving or modifying capacity or line mix to insure adequate capabilities.

Trains remote terminal users of the data processing system in the use and implementation of teleprocessing systems. Providing additional training as needed or requested.

Monitors usage of the data processing system by remote terminal users in order to spot and correct problems and to maintain effective communication lines.

Supervises and trains subordinates in the operation of the data transmission network.

Tests data communication systems by checking the functions, such as line errors and response time, through built in testing systems in the software.

Analyzes data communication problems and alternative methods of solutions.

Develops and documents standards for the use of data communications facilities.  
Develops specifications for data communication systems and components.

#### FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of computer processing systems, principles and methods of application.  
Thorough knowledge of programming and systems analysis as it applies to electronic data processing, with specific emphasis on data communication networks.  
Thorough knowledge of communications methods applied to data processing transmission networks, such as line control and time sharing techniques.  
Some knowledge of principles and practices of supervision.  
Ability to analyze communications problems and recommend, implement and evaluate solutions.  
Ability to plan and maintain data transmission networks.  
Ability to train personnel in the methods of network equipment operations and in understanding software utilized.  
Ability to plan and supervise the work of a staff of technical subordinates in a manner conducive to full performance and high morale.  
Ability to express ideas clearly and concisely and to prepare comprehensive and detailed written and oral reports.  
Physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS

Promotional:

Two (2) years of permanent competitive class status in the title of Systems Programmer or one (1) year in the title of Data Base Administrator, Senior Systems Programmer, or Systems Analyst.

Open Competitive:

A) Graduation from a regionally accredited or New York State registered college or university with a masters degree in computer science or closely related field and three (3) years of professional level work experience, or its part time equivalent, in electronic data processing systems analysis or programming, or;

B) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree in computer science or closely related field and four (4) years of professional level work experience, or its part time equivalent, in electronic data processing systems analysis or programming, or;

C) Eight (8) years of paraprofessional or professional level work experience, or its part time equivalent, in electronic data processing, at least four (4) years of which must have been in a professional level capacity in electronic data processing systems analysis or programming or;

D) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C).