

COMMUNICATIONS CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work of a complex nature which involves the daily responsibility for the continuous operation of a countywide communications center which receives and transmits police, fire and other emergency communications by telephone, radio, teletype and computer terminal. Work involves responsibility for the planning, budgeting, training program administration, recruitment and research of all communication needs for the Sheriff's Department. The incumbent of this position is also responsible for reviewing and evaluating equipment needs in relation to the computer system in use throughout the Sheriff's Department. Work is performed under general supervision of the Undersheriff with wide leeway for use of independent judgment. Supervision is exercised over the work of both uniformed and civilian communication staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns communications tasks to subordinate staff and reviews performance;

Investigates complaints, allegations or other breaches of discipline or conduct of communications staff;

Ensures that complaints within the jurisdiction of the Sheriff's Department are dealt with promptly and thoroughly;

Monitors the performance and recordkeeping of communications staff for compliance with standards;

Prepares and administers the communications division budget for review by the Sheriff;

Prepares and administers a variety of local, State and Federal grants that are awarded to the communications division;

Schedules and oversees all training of staff assigned to the communications division, which includes computer system and related software, radio communications equipment, telephone equipment and recording equipment;

Oversees and is responsible for the maintenance of all communication equipment;

Responsible for research, planning and development of all communications division data processing systems;

Researches specialized computer programs including the programming of computer applications for various divisions of the Sheriff's Department;

Represents the department at meetings, hearings or public gatherings involving telecommunications;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

COMMUNICATIONS CAPTAIN (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of laws and regulations of the Federal Communications Commission relating to the operation of an emergency communications center; thorough technical knowledge of the operation of communication equipment; thorough knowledge of the principles, practices, methods and techniques of modern computer equipment; good knowledge of supervisory and training techniques; ability to write clear, concise and accurate reports; ability to carry out complex oral and written instructions; ability to operate telecommunications equipment; familiarity with standard classification of crimes; ability to establish and maintain cooperative relationships with other law enforcement agencies; tact, courtesy, and sound judgment.

MINIMUM QUALIFICATIONS: Two (2) years experience as a Deputy Sheriff Lieutenant or four (4) years experience as a Deputy Sheriff Sergeant.

SPECIAL REQUIREMENT: Possession of an appropriate New York State driver's license.