REVISED 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Communications Officer	CODE: 05001
	MAJOR AGENCIES: County Disaster Services	JURISDICTION: County

FUNCTION: Under general supervision from disaster services director, plans & implements programs to provide emergency communications capability for county disaster services agency & directs & supervises communications system & county network for county Disaster Services;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Acts as advisor to Director or Operations Officer on all matters pertaining to communication, works with NCP Planners to establish communications necessary to carry out NCP activities, directs & supervises operations of communications center, formulates communications local plans for nuclear & natural disasters, studies various local communications systems to increase operational capability, & promotes expansion & development of Radio Amateur Civil Emergency Services within county.	Knowledge of (1) communications, (2) supervision*, (3) public relations, (4) county disaster services laws, rules & guidelines*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) use research methods in gathering data, (7) cooperate with co-workers on group projects, (8) establish friendly atmosphere as supervisor of work unit.
2		Contacts & enlists cooperation of local agencies (e.g., County Sheriff's Office, fire departments, telephone companies, radio & TV stations) that maintain communication systems & coordinates systems to provide reliable communications in time of nuclear or natural disasters, plans & develops county-wide communications network for disaster services, determines communications equipment necessary for effective Disaster Services Communications Center.	Knowledge of 1, 3, 4*; ability to 5, 6, 7.

(116) 1231-8-02

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses or 18 mos. training &/or experience in communications, to include maintenance & testing of communications equipment, & 1 course &/or 3 mos. training &/or exp. in public relations.	TRAINING & DEVELOPMENT:

REVISED 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Communications Officer	CODE: 05001
	MAJOR AGENCIES: County Disaster Services	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3		Coordinates & contracts for maintenance & repair of all communications equipment & develops & conducts periodic tests & exercises of communications network to ensure operational readiness.	Knowledge of 1, 3, 4*; skill in (9) communications equipment maintenance & testing; ability to 5, 6, 7.

123.1-8-02 (117)

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*