



**State
Police**

KATHY HOCHUL
Governor

KEVIN P. BRUEN
Superintendent

POSTING DATE: 11/22/2021

APPLICATION DUE BY: 12/13/2021

Title: State Police Communications Technician

Location: Division Headquarters – Communications Telephone Support Unit
Albany, New York 12226
Albany County

Salary Grade: Starting Salary: \$60,069.00

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

The State Police Communications Technician, SG-18, will be assigned to the Communications Section Telephone Support Unit at Division Headquarters, Albany, New York.

DUTIES:

- Assist in the analysis of communication needs for equipment/systems and services for State Police facilities; assist in finding cost-effective solutions for network and system changes.
- Review service and maintenance contracts for adherence to State Police policies and procedures.
- Liaison with Division Finance to ensure all procurement rules, regulations and programmatic guidelines are adhered to.
- Prepare correspondence to State Police facilities and vendors with concise orders for equipment, systems and services.
- Coordinate implementation and installation schedules for communications services with vendors and State Police facilities. Monitor the progress of installations to ensure work is completed in a timely manner.
- Approve and evaluate the operation of equipment after installation and provide user training.
- Process public access emergency listing changes and listing changes for public telephone directories.

DUTIES (continued):

- May be asked to assist in providing emergency telecommunications services during crisis situations.
- Participate in studies and projects relating to telecommunications.
- May be required to travel to State Police facilities to oversee the coordination of services between vendors and telephone companies to ensure proper system installation.
- Develop specifications and requirements for RFQ's, RFP's, IFB's and related procurement documents for purchases.
- Work with technical staff to develop specifications and requirements for RFQ's, RFP's, IFB's and related procurement documents.
- Assist Communications staff with preparation of reports, budget requests, annual spending plans, and other duties as assigned.
- Supervise staff assigned to the Communications Unit.
- Perform other duties and/or assignments as directed by a supervisor.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent with a minimum of six (6) years training in Telecommunications or land mobile radio. Training received from academic institutions, equipment manufacturers, the military or employer provided on-the-job training will be accepted.
- Demonstrate knowledge of telephone or Radio Frequency equipment by two (2) years relevant employment experience in maintaining, testing, configuring and installation of telephone or land mobile radio communications equipment.

An associate's degree in electrical technology or a related field may substitute for two years of experience. A bachelor's degree in electrical technology or a related field may substitute for four years of experience.

Preference will be given to candidates with a valid New York State driver's license and who can lift and carry 50 pounds.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly submit via U.S. Mail, FAX, or E-Mail a letter of intent, complete resume, and transcripts to:

Ms. MaryEllen Tedesco, Director of Human Resources
Attention: Civilian Hiring Unit
New York State Police
Building 22
1220 Washington Avenue
Albany, NY 12226

Phone: 518-457-3840

Fax: 518-485-2293

Email: personnel@troopers.ny.gov