

RADIO SYSTEM MANAGER

NATURE OF WORK

This is responsible professional, administrative and technical work involved in the planning, design, implementation, coordination and maintenance of County's multi-agency 800 Mhz radio communications system.

An employee in a position allocated to this class is responsible for establishing standards and methods for voice and data communications. Work involves defining the strategic direction for system resource allocation and system expansion. The employee will provide consulting services to all County departments, divisions, elected offices, constitutional offices and State agencies requiring inter-operable communications with other agencies and organizations associated with the County's network. Work is performed independently under the general direction of the Division Director and is reviewed through conferences, reports and results obtained.

EXAMPLES OF WORK

Maintains employee performance levels; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends hiring, termination and promotion of staff.

Supervises technical and engineering staff responsible for computer automated voice and data radio communication system; provides guidance and training; determines and schedules work priorities; coordinates functions; assigns, monitors and reviews work.

Supervises the preparation of cost benefit analyses, technical performance specifications and requests for proposal; reviews engineering designs prepared by staff.

Manages network performance and plans capacity.

Develops short-term plans including resource allocations and requirements for projects or system expansion; develops long-term plans and capital budgets for projects.

Manages planning and construction of network enhancement or expansion projects; plans, coordinates and implements changes to communication system's infrastructure, automation, operation and programming.

Coordinates routine and emergency communication plans and operations.

Defines functional and technical specifications.

Discusses designs with customers and vendors and negotiates vendor contracts.

Initiates and administers procurement of telecommunications equipment and systems; procures hardware and software to support system automation requirements; monitors contracts; interfaces with network vendors on issues regarding products and services.

Prepares and administers operating and capital budgets; prepares or assists in the preparation of budget documents; monitors status of allocated funds and controls expenses.

Attends the three user committee and the Oversight Committee meetings to set policy and to discuss projects.

Reviews, formulates and implements policies and procedures for the network that are approved by the Oversight Committee.

Establishes policies, procedures and guidelines for assigned personnel to ensure operational efficiency and effective administration.

RADIO SYSTEM MANAGER - CONT'D**EXAMPLES OF WORK - CONT'D**

Provides network consulting services and technical direction to departments, divisions, elected officials, State, local and municipal government; advises user groups on standards and procedures to design interfaces with other 800 MHz systems; interprets, explains and ensures compliance with program requirements, regulations and procedures.

Coordinates with the F.C.C., vendors, public safety agencies, communication managers in the user groups and other departments/divisions to ensure efficient flow of communication and service.

Ensures compliance with Federal Communication Commission (F.C.C.) rules and regulations governing operation, maintenance, records, licensing, frequency coordination and allocations, and resolution of frequency interference problems.

Monitors industry trends; researches new technologies and determines applicability to the County's communication requirements; tests, evaluates, and recommends new network technologies and products.

Designs and produces technical training programs on radio network capabilities, features and functions.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of county, State and federal laws, rules and regulations governing activities of the County government's communication systems.

Thorough knowledge of communication networks, design, maintenance, administration, growth management and budgeting.

Considerable knowledge of the telecommunications industry.

Ability to perform and/or supervise specialized telecommunications engineering, administrative and planning work.

Ability to establish and maintain effective working relationships with employees, governmental agencies, regulatory authorities, industry representatives, public and private agencies and other organizations that use or affect the use of the County's radio communication networks.

Ability to communicate both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Computer Science or Business Administration; four (4) years experience administering the operations and maintenance of large scale voice and data communications network incorporating radio and microwave technologies; or any equivalent combination of related training and experience.