



911 Radio Systems Administrator

Category: Classified/Excluded
Pay Grade: C28
Job Code: 10802

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is specialized analytical, professional, technical, and administrative work coordinating all aspects of the Pinellas County Intergovernmental 800 MHz Radio Communications System which provides integrated radio communications for all Fire Departments, Law Enforcement Agencies and Emergency Medical Services in Pinellas County. This position consults with representatives of industry and professional organizations, management and technical personnel of local governments, and provides direct contact with vendors providing maintenance and technical support to the county radio systems. Day to day operations require the exercise of considerable independent action, initiative and judgment. General direction and policy guidance is received from upper level management.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists in the management of the Countywide 800 MHz P25 trunked radio system, including, but not limited to the development and implementation of radio system enhancements;
- Prepares contract review documentation and manages the day to day execution of these contracts;
- Develops, coordinates, and manages inter-local agreements and memorandums of understanding;
- Develops short and long term plans and strategies for radio requirements for Pinellas County, which includes assistance with the preparation of annual operating and capital improvement budget contractual documents, and evaluates proposals which lead to the award of contracts;
- Coordinates with and assists other departments, agencies, and municipalities regarding radio communications system requirements, utilization, and resolving technical problems;
- Coordinates with the FCC, vendors, contractors, and other agencies regarding technical and administrative planning, procurement, installation, operation, and maintenance of radio systems;
- Runs system reports to assess, diagnose and monitor system performance; and compiles agency airtime to be used for maintenance billing;
- Reviews purchases of radio equipment operating on the 800 MHz radio system;
- Provides customized reports upon request;
- Participates and attends regional and state working groups that work towards the goal of interoperable communications;
- Performs data updates in the Motorola Provisioning Manager to accurately reflect radio user in the event of an emergency alarm activation;
- Prepares and submits grant requests for emergency radio equipment to support disaster preparedness; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in electrical engineering, management, business administration or related field; and two (2) years of experience in radio communications to include four (4) years of responsibility in Motorola trunked

radio systems planning, development, implementation and operation; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain and maintain a Florida Department of Law Enforcement (FDLE) and Criminal Justice Information Services (CJIS) Level 1 - Security and Awareness certification within six (6) months of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of radio systems management, development, and operation;
- Knowledge of radio communications industry standards, trends in technology, technical specifications and practices;
- Knowledge of local, state, and federal rules, regulations and standards pertaining to radio communications installation and operation, licensing and construction of radio sites and towers;
- Ability to develop detailed budgets with supporting justification for annual and multi-year requirements;
- Ability to organize and manage a team of communications oriented personnel in carrying out 24 hour operations of a multifaceted multilevel radio communications system;
- Ability to apply computer applications and software;
- Ability to present programs and ideas clearly and concisely, orally and in writing; and
- Ability to establish and maintain effective working relationships with supporting staff, contractors, governmental officials and the public.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work involves crisis situations that require this position to make major decisions involving people, resources, and property.