



911 Radio Communications Analyst

Category: Classified
Pay Grade: C22
Job Code: 10800

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

Performs analytical, technical, and administrative work assisting in the planning, coordination, installation, and maintenance of the County's radio communications systems; assists in the day to day management of the countywide 800 and 460 MHZ trunked radio system, supporting Fire and EMS, public works, emergency communications systems in the County Emergency Operations Center, and all other agencies operating on the countywide system.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists in the management of the countywide 800 MHZ trunked radio system, including the development and implementation of Radio System Enhancements;
- Reviews daily operating reports and system utilization parameters and presents oral and written summaries and recommendations for consideration and implementation;
- Coordinates with and assists other using departments, agencies, and municipalities regarding radio communications systems requirements, utilization, and resolving technical problems;
- Coordinates with the FCC, vendors, contractors, or other agencies regarding technical and administrative planning, procurement, installation, operation, and maintenance of radio systems;
- Conducts research on local, state, and national agencies rules, laws, and regulations related to radio communications;
- Maintains files, records, reports, statistical, and financial records associated with Radio Systems;
- Resolves problems or issues regarding systems operation with user departments, municipalities, and other agencies;
- Assists in the development of technical specifications, SOP's, plans, and procedures supporting the management, procurement, and maintenance of the County radio systems;
- Attends and makes presentations to departments and agencies operating on the system;
- Programs radios to operate on the system;
- Performs alias database changes;
- Assists with the management of radio tower sites;
- Coordinates, plans, develops, and implements special projects associated with the radio system;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of technical and related experience in the field of coordination and technical support for modern radio communications systems, or an Associate's degree or technical certificate in radio communication equipment field, or electrical engineering; 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's name must not appear on the Health & Human Services exclusion list.
- 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the theory, principles, techniques, and practices in radio communications;
- Knowledge of automotive electrical systems and their operating characteristics, with specific regard to radio communications;
- Knowledge required for possession of General Class Radio Amateur License;
- Knowledge of computer operations and able to use word processing;
- Ability to perform effective planning, systems design, and operation;
- Ability to personally interact with user groups and general 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.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in an environment that is safe and secure but may periodically have unpredicted requirements or demands.