

RADIO SYSTEMS MANAGER

CODES/PAY RANGE

Class Code: 3125

EEO Code: A

Pay Range: 218

MAJOR FUNCTION

Professional, technical, administrative work developing, analyzing and enhancing the county's radio communication system. This includes the 800 MHZ system consisting of the microwave system, the microwave alarm system, the system transmitter and receiver sites; the trunked system controller, simulcast electronics and system management equipment.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for radio programming and reprogramming.

Maintains system software and database.

Creates routine and special system reports. Creates system user billing and accounting reports.

Investigates any system misuse.

Determines need for and immediacy of equipment repairs.

Evaluates system failures and methods of resolution.

Monitors daily activity of the system via the trunked system management equipment.

Establishes systems capability and prioritizes uses.

Investigates complaints and problems and determines best method to resolve same.

Schedules all routine maintenance of system.

Performs related work as required.

(Radio Systems Manager continued)

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of 800 MHZ radio communication system. Knowledge of the computer software associated with this system.

Ability to diagnose system failures. Ability to update computer programs and databases. Ability to coordinate services with all user agencies. Ability to train technical staff on the system. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in electrical engineering or closely related field, and two (2) years experience in radio communications, preferably on an 800 MHZ system.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see (visual acuity and close vision), talk; manual and finger dexterity.

Mental Demands: Ability to perform advanced mathematical functions. Ability to read and comprehend technical and professional journals, manuals, procedures; financial reports, abstracts, summaries. Ability to write reports, summaries, memos, financial reports, letters. Ability to speak publicly and extemporaneously; conversant in procedures and theories or discipline. Ability to analyze data and develop conclusions. Ability to resolve problems.

Environmental Demands: Inside work.

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