

RADIO SYSTEMS MANAGER

MAJOR FUNCTION

This is responsible management, professional, technical, and administrative work managing all aspects of the Marion County Intergovernmental 800 MHz Radio Communications System which provides integrated radio communications for all Fire Departments, Law Enforcement Agencies and Emergency Medical Services in Marion County. The system also provides radio communications for many of the County Administrative Departments and Constitutional Officers as well as other State and Federal agencies operating in Marion County.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

Listed duties are only illustrative and are intended to describe major tasks that may be performed by this job class.

- Directs and manages the County Radio Communications Systems including, but not limited to county intergovernmental wide 800 MHz Radio Communications System.
- Prepares Scopes of Work and Requests for Proposal for the purchase of radio system equipment, maintenance and repair of equipment and for other services required to provide reliable radio services; prepares contract review documentation and supervises the day to day execution of these contracts.
- Develops short and long term plans and strategies for radio requirements for Marion County, which includes preparation of annual operating and capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award of contracts. Project manages system and facility construction.
- Develops plans and strategies for upgrades of the 800MHz radio system to a state of the art system involving a number of phases and interrelated contracts spanning several years.
- Administers the application of the State of Florida Statute for the Moving Violation Trust Fund to secure funds.
- Reviews all purchases of radio equipment by county administrative departments.
- Prepares and submits grant requests for emergency radio equipment to support disaster preparedness.
- Serves as a permanent chair of the Marion County 800 MHz Users Group.

RADIO SYSTEMS MANAGER

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Duties involve consultation with representatives of industry and professional organizations, management and technical personnel of local governments and direct contact with vendors providing maintenance and technical support to the County Radio Systems.

SUPERVISION

General direction and policy guidance is received from the Department Director. Day to day operations require the exercise of considerable independent action, initiative and judgment. Work is reviewed through conferences, observations of results obtained, programs, reports and recommendations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduation from an accredited educational institution with at least an AS in Science or related technical field and at least seven (7) years of progressive management experience which includes five (5) years of responsibility as related to Motorola trunked radio systems planning, development, implementation and operation; or an equivalent combination of education, training and/or experience.

Licenses

Valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.

RADIO SYSTEMS MANAGER

- Ability to read, analyze, and interpret highly complex documents. Ability to respond effectively to the highly sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, and complex technical systems.

Specialized 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 present programs and ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with supporting staff, contractors, governmental officials and the public.

RADIO SYSTEMS MANAGER

- Strong organizational skills. Ability to analyze and prioritize data. Ability to meet multiple deadlines.
- Ability to evaluate engineering problems in the field, determine whether or not there are feasible solutions and, if so, select and implement the most cost effective solution.
- Ability to deal courteously and effectively with the public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machinery and Equipment

This employee will be required to operate a computer, blueprint machine, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as various radio equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, taste or smell, and to lift up to 50 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 25 pounds; and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts and high voltage, work in high, precarious places, and vibration. The employee will be regularly exposed to outdoor weather conditions. The noise level for this environment is moderate.

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Category: 3

Status: E

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