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THURSTON 9-1-1 COMMUNICATIONS

Radio Systems Manager

Classification Specification 1118

Department: Radio Systems
Pay Plan/FLSA Status: MTP/Exempt
Reports to: Executive Director
Supervises: Radio Systems Technician, Lead Radio Systems Technician,
Radio Systems Assistant

GENERAL DESCRIPTION

The Radio Systems Manager is responsible for designing, recommending for purchase, and maintaining the Thurston County Emergency Radio Network to a public safety grade of operations. This position is also responsible for overseeing installation of new radio and telephone equipment, and providing supervisory oversight for assembly, installation and maintenance of backup power systems, console equipment, recording equipment, and other electronic devices as used by the agency.

This job description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Manages a variety of communications equipment repair, maintenance, installation, modification and design functions, both on premise and remote sites. Coordinates with vendors, suppliers and outside agency personnel.

Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.

Supervises assigned staff, including planning department training and employee development efforts. Recruits and recommends selection of staff, develops procedures and performance standards, monitors progress and evaluates employee performance. Address employee issues and concerns in coordination with Deputy Director and Executive Director as necessary.

Prepares and justifies budget for assigned operations based on resource requirements, cost estimates, objectives and departmental goals. Analyzes the cost/benefit of system updates

and/or changes and the impacts on other equipment; recommends appropriate action to assure cost-effective, efficient and continued radio systems services. Prepares and presents information to management, user agencies, and/or other audiences.

Supervises and participates in system design and layout of new or modified electronic systems.

Oversees communications capital inventory and parts listing; maintains service records; orders equipment and supplies. Develops and maintains equipment and software replacement and upgrade schedule.

Prepares compiles and maintains various radio operations records, F.C.C. licenses, parts inventory records, and equipment activity logs.

Supervises and assists with the origination, design, fabrication, adjustment, repair and/or replacement of systems, circuits, and components. Work may also involve specification writing.

Provide radio system expertise in the analysis of systems for member agencies where appropriate, and may provide written recommendations for action.

Manages grant requirements for any radio system purchased with grant funds, including equipment management, identification, inventory, etc.

Develop, design, plan, layout and construct new or modified electronic systems.

Supervise and provide technical assistance to subordinates and/or contractors as assigned.

Performs other duties as assigned.

DISTINGUISHING FEATURES

This position requires knowledge of design, engineering and maintenance of complex radio and paging systems associated with public safety communications centers. Supervisory skills are necessary to oversee other technical employees or other associated contracted laborers on large projects involving county, state and federal communication links.

WORKING CONDITIONS

80% of duties are performed in an office environment. Minor amount of bending and lifting required to a maximum of 70 lbs. Position requires travel and work under all types of weather conditions and various types of terrain.

QUALIFICATIONS

Experience in design and engineering of radio communications systems.

Associates Degree in Computer Science, or vocational education in a technical electronics training program (with emphasis in radio communications technology), at a recognized educational institution., Bachelor's Degree in Computer Science is preferred.

Five years of experience in design, engineering, installation, maintenance, testing, and repair of public safety radio systems, including conventional and digital systems, 700/800 MHz conventional and/or trunked systems, 'microwave' and optical fiber broadband networks and associated electronic equipment. Previous supervisory and/or management experience in the communications maintenance field and experience in project start-up including, but not limited to, service shop start-up and record keeping functions desirable.

Equivalent military training may be substituted for the required experience on a year-for-year basis, up to a maximum of two years.

Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

General Radio Telephone Operator's License or equivalent industry certification.

DESIRED SKILLS

Ability to communicate effectively both orally and in writing with all levels within the organization, and to establish and maintain effective working relationships.

Ability to manage large, complex radio system technology projects; organize and prioritize work and maximize the utilization of computer resources.

Ability to train, organize, coach, facilitate groups and evaluate the work performance of staff.

Ability to participate as a member of a self-directed work team and utilize the resources of other team members.

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