

RADIO SYSTEM MANAGER

Distinguishing Features of the Class: This is an administrative, operational and technical position involving responsibility for planning, administering, organizing and operating the local emergency management communications service and complex communications systems and networks in a local emergency management jurisdiction. Work is performed under the general direction of the Director of Emergency Management. Supervision is exercised over technical and clerical personnel, including volunteers engaged in this service. Does related work as required.

Typical Work Activities:

- Serves as staff advisor to the director for all planning, operational and technical matters pertaining to communications.
- Programs, maintains, services, upgrades, repairs, troubleshoots, inspects, assembles, diagnose problems with the radio system and portable equipment
- Organizes and directs the local emergency management communications service, and recruits and trains personnel for this service.
- Plans and directs the operation of a communications center whose systems may include telephone, teletypewriter, radio, wire and other associated services.
- Maintains liaison with the Emergency Management's Communications Officer.
- Promotes the Radio Amateur Civil Emergency Services (RACES) within the jurisdiction and provides guidance and assistance in the formulation of local RACES plans, and activates these plans in an emergency.
- Coordinates planning with communications personnel within the jurisdiction to insure compatibility between the various communications systems, and with other elements of the local emergency management organization to insure that all communication needs are known and met.
- Advises on the need for and location of, and provides technical supervision for the purchase, installation and maintenance of necessary communications equipment and related facilities.
- Provides specifications and other technical assistance required in the preparation of communications applications under various federal contributions and surplus property programs and other fiscal aid programs.
- Prepares and maintains the communications annex to the local Comprehensive Emergency Management Plan.
- Establishes staffing patterns for emergency communications operations.
- Develops and conducts periodic tests and exercises of communications networks to insure operational readiness.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of communications principles, techniques and capabilities and their application;
- Thorough knowledge of public safety communication requirements, procedures, practices, and terminology;
- Knowledge of FCC and other appropriate rules and regulations;
- ability to program, maintain, service, upgrade, repair, troubleshoot, inspect, assemble, diagnose problems with the radio system and portable equipment;
- ability to deal effectively with complex communications problems;
- ability to present ideas and programs clearly and concisely, both orally and in writing;
- ability to maintain effective working relationships with individuals and groups;
- physical condition commensurate with the demands of the position.

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Minimum Qualifications: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, certification in ICS 300 of the National Incident Management System and certified in Voice and Data **AND**

- A.) Graduation from a regionally accredited college or university with an Associates Degree in Telecommunications, or field **AND** three (3) years of full-time paid experience in technical direction in the field of electrical communications, of which one (1) year must have included duties involving planning, designing, or supervising the installation of, or alteration to, large scale and varied wire or radio communications systems or participation in the coordination or integration of different types of communications facilities. **OR**
- B.) Five (5) years of full-time paid experience in technical direction in the field of electrical communications, of which one (1) year must have included duties involving planning, designing, or supervising the installation of, or alteration to, large scale and varied wire or radio communications systems or participation in the coordination or integration of different types of communications facilities.

Special Requirements: Possession of an appropriate New York State Motor Vehicle Drivers License at the time of appointment.

NOTE: Part-time paid experience will be prorated.
An original transcript is needed for all degrees.

01/30/1995

10/07/1996

02/22/2008

CLASS: COMPETITIVE