

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION NUMBER: POSITION TITLE: IT RADIO AND TELECOMMUNICATIONS COORDINATOR EMPLOYEE NAME: EMPLOYEE NUMBER:	PAY GRADE: C0 15
DEPARTMENT: IT REPORTS TO: IT Infrastructure Manager BARGAINING UNIT: N/A	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED:  <i>Department Head</i> <u>10-4-10</u> Date  <i>Human Resources Director</i> <u>10/5/10</u> Date	

I. PURPOSE SUMMARY. Performs and oversees the installation, maintenance and modification of County-wide radio and telecommunications systems.

II. ESSENTIAL DUTIES.

- 1. Supervise and train staff.**
- 2. Conduct bi-annual inspections, maintenance and upgrading of all county radio sites, communication systems, equipment, buildings and antennas.**
 - A. Work with government agencies, emergency services and both public and private sector radio services.
- 3. Troubleshoot, perform maintenance and repairs, coordinate and provide guidance to all agencies using sites such as MVRDA, Sheriff's Department, Fire Department, Roads Division, Environmental Division, Animal Control Division and ambulance services.**
 - A. Visit sites in response to service requests to diagnose equipment problems and determine needed repair.
- 4. Keep up-to-date on city, federal and state statutes, laws and regulations regarding telecommunications.**
- 5. Establish minimum specifications for county purchases of communications equipment.**
 - A. Participate in reviewing bids.
 - B. Review all department radio communication purchase requests for accuracy and compliance with requirements.
 - C. Contact vendors to discuss and define problems and solutions, and arrange for warranty repairs review/document repair/work completed.
- 6. Design, examine and test new systems to evaluate effectiveness with existing systems.**

B. Experience. Four years experience in electronics, alarm, CCTV, access control, two-way communications, telephone or radio system design/installation/repair including repeaters and control stations, voting receivers and comparator systems, linking of system components by hard wire telephone line, microwave, RF link and fiber optics.

C. Education/Experience substitution. In accordance with County policy, relevant education and experience may be substituted one for the other on a year for year basis.

D. Licenses/Certifications. Must have a valid driver's license. General two-way radio/telephone technician and amateur radio operator's license preferred.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background and driver's license checks.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of: radio communications systems; FCC rules and regulations; FAA regulations; business English and grammar; basic mathematics; records management; and system design, installation and maintenance.

Skilled in: installation, maintenance and repair of systems; performing analysis and design.

Ability to: communicate effectively; establish and maintain effective working relationships; read electronics service manuals; and prioritize workload.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The position plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. The position will also participate in identifying short- and long-term priorities.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, reach, climb, stoop, crouch, crawl, and occasionally lift 100 pounds. The employee must be able to operate specific office equipment, move about the work environment and operate a four-wheel drive vehicle. The employee must have the ability to climb towers approximately 120' high. Specific vision abilities required by this job include close/distance vision, the ability to adjust focus and the ability to distinguish colors.

5. WORK ENVIRONMENT.

Essential duties are performed indoors and outdoors in adverse weather conditions. Field work is required. Employee will work odd hours in emergency situations including nights and weekends. Physical hazards include wind, falls, lightning, electricity and wind-blown debris while working.

6. SUPERVISORY RESPONSIBILITY.

None. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

POSITION NUMBER: EMPLOYEE NAME: EMPLOYEE NUMBER:

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*