

911 RADIO SYSTEMS ADMINISTRATOR

Job Code	Pay Grade
10802	CL20

Nature of Work

This is specialized analytical, professional, technical, and administrative work coordinating all aspects of the Pinellas County Intergovernmental 800 MHz Radio Communications System which provides integrated radio communications for all Fire Departments, Law Enforcement Agencies and Emergency Medical Services in Pinellas County. This position consults with representatives of industry and professional organizations, management and technical personnel of local governments, and provides direct contact with vendors providing maintenance and technical support to the county radio systems. Day to day operations require the exercise of considerable independent action, initiative and judgment. General direction and policy guidance is received from upper level management.

Minimum Qualification Requirements

- Bachelor's degree in electrical engineering, management, business administration or related field and 2 years experience in radio communications to include 4 years of responsibility in Motorola trunked radio systems planning, development, implementation and operation; or
- An equivalent combination of education, training and/or experience.
- Employee to obtain and maintain a Florida Department of Law Enforcement (FDLE) and Criminal Justice Information Services (CJIS) Level 1 - Security & Awareness Certification within six (6) months of appointment.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists in the management of the Countywide 800 MHz P25 trunked radio system, including, but not limited to the development and implementation of radio system enhancements
- Prepares contract review documentation and manages the day to day execution of these contracts.
- Develops, coordinates, and manages interlocal agreements and memorandums of understanding.
- Develops short and long term plans and strategies for radio requirements for Pinellas County, which includes assistance with the preparation of annual operating and capital improvement budget contractual documents, and evaluates proposals which lead to the award of contracts.
- Coordinates with and assists other departments, agencies, and municipalities regarding radio communications system requirements, utilization, and resolving technical problems.
- Coordinates with the FCC, vendors, contractors, and/or other agencies regarding technical and administrative planning, procurement, installation, operation, and maintenance of radio systems.
- Reviews purchases of radio equipment operating on the 800 MHz radio system.
- Participate and attend regional and state working groups efforting towards the goal of interoperable communications.
- Prepares and submits grant requests for emergency radio equipment to support disaster preparedness.
- Performs related work as assigned or required.

Knowledge, 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.

911 RADIO SYSTEMS ADMINISTRATOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to apply computer applications and software.
- 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.

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Created	EEOC Code	Overtime Code
5/15	Technicians	Classified/Excluded