

911 RADIO SYSTEMS COORDINATOR

Job Code	Pay Grade
10812	CL18

Nature of Work

This is specialized, technical and administrative work assisting in the creation, planning, coordination, development, installation, implementation, and maintenance of the Pinellas County radio communications and warning systems. The incumbent is responsible for the technical readiness of emergency communications equipment and implementation of plans and procedures pertaining to electronic communication of information during times of natural or civil emergency. Incumbent reviews questions of important technical or administrative nature with upper level management before final action. The incumbent may direct the activities of other technical personnel under the supervision of upper level management.

Minimum Qualification Requirements

- 6 years of professional work experience in communications system planning and management, emergency systems planning, or a related technical field that includes lead worker experience, supervisor training, or supervisor experience; or
- Associate's degree or technical school diploma in electrical engineering, communications equipment technologies or related field and 4 years experience as described above, or
- Bachelor's degree in electrical engineering, communications equipment technologies or related field and 2 years experience as described above, or
- An equivalent combination of education, training, and/or experience.
- Employee to obtain and maintain a Florida Department of Law Enforcement, (FDLE), Criminal Justice Information Services, (CJIS), Level 1 - Security & Awareness Certification within six (6) months of appointment.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Coordinates central communications plans and projects for county departments and area municipal agencies, providing counsel and analysis of interface requirements, reference for system equipment requirements.
- Assists in the development of comprehensive communications plans for area emergency medical services, public safety agencies, and Pinellas County Civil Emergency Services.
- Researches and develops information on emergency plans and procedures.
- Creates and implements programs for communication equipment across multiple system platforms.
- Coordinates and supervises the procurement, installation, servicing and testing of audio equipment including receivers, transmitters, antenna systems, microwave systems, remote control systems and power supplies.
- Coordinates and assists in preparing technical procurement and operational specifications for radio communication systems, equipments and associated supporting requirements.
- Assists special emergency services agencies in the preparation and filing of Federal Communication Commission license applications.
- Assists in conducting communications need assessment research; develops comprehensive recommendations for long range telecommunication plans.
- May supervise work of personnel assigned to communications services during emergencies, readiness exercises and equipment tests.
- Performs related work as assigned or required.

911 RADIO SYSTEMS COORDINATOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of the principles, techniques and practices in the radio and electronic communications media.
- Knowledge of the principles and practices of telecommunications engineering and communications system planning and management.
- Knowledge of the background and objectives of federal, state and local Civil Defense programs.
- Knowledge of automotive electrical systems and their operating characteristics with specific regard to radio communications.
- Knowledge required for possession of General Class Radio Amateur License.
- Knowledge of modern office procedures, practices and appliances.
- Ability to direct work of others and present ideas and findings clearly and concise in written, oral or graphic form.

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