

RADIO & DATA SYSTEMS MANAGER

Job Code	Pay Grade
10814	SM4a

Nature of Work

This is responsible management, professional, technical, and administrative work managing 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. The system also provides radio communications for all of the County Administrator's Departments, the Constitutional Officers, the State Attorney's Office, the PSTA bus system, the Pinellas County School Board, the City of St. Petersburg, and other State and Federal agencies operating in Pinellas County. Duties involve consultation with representatives of industry and professional organizations, management and technical personnel of local governments and direct contact with vendors providing maintenance and technical support to the county Radio Systems. General direction and policy guidance is received from the Department Director. Day to day operations require the exercise of considerable independent action, initiative and judgment.

Minimum Qualification Requirements

- Associate's degree, vocational or technical certification in science or related technical field and 6 years of progressive systems administration experience that includes 4 years of responsibility in Motorola trunked radio systems planning, development, implementation and operation; or
- An equivalent combination of education, training and/or experience.

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

- Directs and manages the County Radio Communications Systems including, but not limited to county intergovernmental wide 800 MHz Radio Communications System.
- Prepares Scopes of Work and Requests for Proposal for the purchase of radio system equipment, maintenance and repair of equipment and for other services required to provide reliable radio services; prepares contract review documentation and supervises the day to day execution of these contracts.
- Develops short and long term plans and strategies for radio requirements for Pinellas County, which includes preparation of annual operating and capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award of contracts. Projects and manages system and facility construction.
- Manages the daily operation of the City of St. Petersburg 800MHz Radio System.
- Develops plans and strategies for the upgrade of the 800MHz radio system to a state of the art system involving a number of phases and interrelated contracts spanning several years.
- Negotiates with the PCS companies for the relocation of Pinellas County's microwave system.
- Administers the application of the State of Florida Statute for the Moving Violation Trust Fund in releasing funds to cities for the 50% reimbursement of expenditures made for Intergovernmental Radios under the category of Aid to Government Agencies.
- Reviews all purchases of radio equipment by County Administrator departments.
- Serves as the Pinellas County Telecommunications Franchise Coordinator with responsibility for the integration of all telecommunications actions involving the use of rights of way and other county owned property.
- Prepares and submits grant requests for emergency radio equipment to support disasters preparedness.
- Serves as a permanent member of the Real Estate Management Department Task Force on tower leases/licenses and other telecommunication issues.
- Performs related work as assigned or required.

RADIO & DATA SYSTEMS MANAGER (continued)

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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.
- 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.

For official use only

Revised	EEOC Code	Overtime Code
6/08	Officials & Managers	Exempt