



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Radio Network Manager</u>	NEW: <u>X</u>	REVISED: <u> </u>
	<small>(Please check one)</small>	
REPORTS TO: <u>Deputy Director, BCJC</u>	FLSA: <u>Exempt</u>	DATE: <u>05/2021</u>
DEPARTMENT: <u>Boone County Joint Communications</u>		JOB CODE: <u>961</u>

SUMMARY:

Under general supervision by the Deputy Director, this position is responsible for supervising and performing the planning, installation, implementation and maintenance of digital and analog, RF and wired, public safety communication systems serving the Fire, Police, Sheriff and other city/county agencies within Boone County.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Responsible for the technical planning, operation, repair, and maintenance of the radio communication system including conventional analog and P25 components.

Administers, maintains, and repairs various system components including radio consoles, radio transceivers, fire dispatch tone alerting system, remote radio sites and County owned and leased radio towers. Supports the microwave radio network, dispatch center technical equipment, radio site telemetry system and digital fiber/microwave backhaul and linking systems.

Directs the technical installation and repair of system equipment. Supervises and trains Joint Communications radio network technicians. Maintains accurate records and service history logs. Plans and maintains a repair/maintenance parts inventory.

Coordinates on-going continuous improvement efforts for the radio network. Reviews service information and quality reports generated by the system service database, communicates user issues and appropriate solutions as they occur, and monitors and reports system availability metrics to the Director on a monthly basis. Coordinates efforts to develop new metrics as needed.

Develops relationships to garner feedback from users to improve radio network performance and operations. Manages the process for communicating outage/emergency activities to Joint Communications and user agencies.

Maintains and processes the necessary Federal Communications Commission (FCC) station and system licenses. Keeps current on all applicable laws and regulations pertaining to the proper operation and maintenance of digital and analog RF and wired public safety communications systems.

Coordinates with Director and/or Deputy Director to establish project specific and/or yearly operating budgets.

Performs other duties as required.

KNOWLEDGE AND SKILL:

Advanced Knowledge of:

1. Radio communication configurations including simplex, mobile relay/repeater, analog, digital, P25, DMR and encryption systems. Familiar with radio network operations within Boone County including the BCJC system, MU DMR system, and various other public agency systems.
2. Use of two-way radio equipment for critical Public Safety operations and detailed working knowledge of trunked and conventional radio fundamentals. Motorola Computer Programming Software (CPS) and experience developing advanced radio codeplugs.
3. CJIS rulings and requirements pertaining to law-enforcement communications. FCC rules and regulations, including Part 90.
4. The tools, materials and skills associated with providing and maintaining personal computer systems, networking, and data transport equipment including enterprise-level servers and networking hardware.
5. Virtual server environments with hosted Linux and Windows environments and advanced Microsoft Windows operating systems and Microsoft Office Suite programs including Access, Excel, and Word.

Ability to:

1. Plan and direct the work of others and communicate effectively, both orally and in writing, using the English language.
2. Troubleshoot and repair analog and P25 conventional and trunked radio communication equipment.
3. Collect the needs of law enforcement, fire, EMS, and other users and implement communications solutions. Attend meetings with public officials and arrange meetings with outside agencies.

Skill in:

1. Effective leadership skills and human resource management including hiring practices, disciplinary procedures, terminations, etc. to provide leadership and direction to employees.
2. Using good communication skills with an emphasis on maintaining good customer relations.
3. The use of computer software and applications.
4. Working with small hand tools and power tools.

5. Research and diagnostics of complex networking issues and troubleshooting and technical research of advanced electronics. Radio communications servicing and installation of fixed and mobile radio communication equipment.
6. Developing advanced communications plans involving multiple logistical and technical factors.
7. Demonstrated advanced knowledge and experience with conventional land mobile FM radio systems and microwave radio equipment.
8. Budgeting for projects and yearly operations.

PHYSICAL DEMANDS:

Position requires FREQUENT reaching, side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, hearing, speaking, sitting, bending, carrying up to 25 lbs., driving, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Use of eyes for near vision, far vision, and color vision. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment and performs repair and assessment field work in a variety of indoor and outdoor environments. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities. Occasionally work will be performed at high elevation, unprotected heights, around moving machinery, near electrical hazards, on irregular surfaces, on slippery surfaces, in high volume traffic, and with exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS:

Minimum of three (3) years of relevant and verifiable experience in a medium to large-scale wireless communication operation.

Criminal Justice Information Services (CJIS) Security clearance is required.

A valid driver's license is required. Successful out of state candidates must be able to obtain a valid Missouri driver's license within 90 days of hire.

PREFERRED QUALIFICATIONS:

Four years' experience designing, implementing and project management of a large radio communications system.

Possession of a valid FCC General Radiotelephone operator's license or an equivalent radio proficiency certificate issued by a recognized authority such as Association of Public-Safety Communications Officials (APCO) or National Association of Business and Educational Radio (NABER) is highly desired.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.