



JOB TITLE:	Deputy Director – Wireless Communications	GRADE	17
DEPARTMENT:	Information Systems	FLSA STATUS:	Exempt
REPORTS TO:	Information Systems Director		

GENERAL DEFINITION OF WORK:

Under the general guidance of the Director, plans, reviews, coordinates and supervises the day to day activities of the Wireless Communications Department and staff and performs complex and highly technical work involving the design, planning, implementation, configuration, administration, trouble-shooting, maintenance, and testing of the County's wireless data and voice communications infrastructure according to established policy. Supervision is exercised over subordinate personnel.

GENERAL RESPONSIBILITIES:

The Deputy Director is responsible for directing, coordinating and scheduling staff activities pertaining to technical services, infrastructure repair and maintenance, business strategy, customer support and operations within the Wireless Communications Department. In addition, the Deputy Director acts on behalf of the Director on matters that impact the operation of the department and County and has primary responsibility for establishing and maintaining effective working relationships with all levels of staff, public officials, agency representatives, vendors and the general public, which requires a high degree of sensitivity and interpersonal skills.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Manages and participates in the installation, testing, monitoring, maintenance and repair of the countywide Motorola Astro25 simulcast communications system, line-of site microwave backbone system, mobile/portable subscriber equipment, paging system, Motorola base stations and consoles, wireless data systems, in-station fire alerting system and audio system.
2. Provides direction, counsels, and oversees staff in the implementation and operation of department activities; plans, assigns and directs work assignments, projects and tasks to appropriate staff members; conducts and reviews performance evaluations; participates in interviewing, hiring and training of employees.
3. Coordinates communications maintenance and work activities and program functions with other departments, jurisdictions, and agencies; establishes and communicates system practices and performance measures with customers; coordinates with Public Safety command staff to determine current and future communication needs.
4. Serves as a liaison with the Federal Communications Commission (FCC) and public safety frequency user groups concerning radio licensing functions; conducts periodic inspections of communications facilities to ensure conformance to established standards and FCC rules and regulations; develops, prepares and submits FCC license documents.
5. Prepares written documents, correspondence, engineering plans, proposal/bid, and specifications; develops proposals for communications policies, practices, and objectives.
6. Researches, designs, estimates costs of, specifies, evaluates proposals for, provides acceptance testing of, and manages specialized communications systems projects for various County divisions/departments.
7. Prepares departmental budget and monitors and manages expenditures.
8. Presents technical facts clearly and concisely to both technical and nontechnical individuals; makes oral and written presentations on technical, regulatory, and organizational matters with clear organization and presentation.

9. Provides appropriate training opportunities for staff and customers; encourages and supports staff efforts to enhance technical knowledge and proficiency; identifies and recommends training opportunities to staff.
10. Maintains technical knowledge/proficiency by attending/participating in appropriate educational classes, training and seminars and reviewing technical publications.
11. Performs related work and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, practices and theories of electronics and wireless technology as applied to voice and data communications systems; thorough knowledge of the principles of installing, maintaining, repairing and testing wireless communications systems; Comprehensive knowledge of TCP/IP protocols, digital communications, routing, switching, rules and regulations from the FCC and FAA as they affect the operation of licensed radio communication systems with registered tower transmission locations and facilities; thorough knowledge of Motorola Astro25 digital trunked simulcast radio system version 7.x infrastructure as well as subscriber units and R56 grounding standards, telephone systems, UPS and emergency battery power systems.

In addition to the above, must possess the ability to use various hand and power tools and testing equipment; ability to install and test data circuits and related components; ability to keep accurate records of work performed and parts used; ability to operate personal computers and related software used for communications; ability to establish and maintain effective working relationships with peers and subordinate personnel.

EDUCATION AND EXPERIENCE:

1. Bachelors' Degree (BA/BS) from an accredited college or university in Electrical Engineering, Radio/Electronic Engineering, Business Administration, Public Administration or related field.
2. Ten (10) years of increasingly responsible professional experience in supervising and directing the design, installation, and maintenance of wireless communications systems including significant exposure to public safety communications systems, digital communications, radio theory and frequency propagation, network protocols, security administration, technical and end user support.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.