

# RED RIVER REGIONAL DISPATCH CENTER

## POSITION DESCRIPTION

POSITION TITLE: **Radio Systems Coordinator**

ACCOUNTABLE TO: **Director**

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### **Primary Objective of Position**

Assists the Director with planning, developing, coordinating, and managing all aspects of the interoperable public safety radio communications systems which serve the multiple jurisdictions in the Red River Regional Dispatch Center area.

### **Essential Functions and Responsibilities**

Primary responsibility is to successfully maintain the current interoperable radio system configuration for the multiple agencies' day to day operations.

Provides technical leadership in the development and implementation of new public safety related systems or upgrades to existing systems.

Research and evaluate public safety technology trends which will benefit the multiple jurisdictions as a whole and the individual police, fire and EMS agencies.

Research, apply and manage federal, state and local grants for the benefit of the multiple jurisdictions.

Prepare and coordinate policies and procedures relating to radio interoperability issues.

Responsible for working with local tradesmen, contractors, vendors and agency users to efficiently maintain the day to day operations of the radio systems.

Responsible for the coordination of inventorying and maintaining radio frequency licenses for the agencies served.

Participates in the development and adherence of mutual aid agreements between system users and outside agencies.

Assist in the preparation and administration of the annual operations budget for the public safety radio communications system.

Prepare and maintain radio system asset inventories.

Create radio systems documentation.

Work with and serves on established committees and user groups to create auditing, monitoring and evaluation procedures for the day to day functions and maintenance of the radio systems.

Prepare and conduct user training as needed.

Assist in the preparation and negotiation of radio system maintenance and facility contracts.

Administer and coordinate the purchase and maintenance of the public safety radio communications, supplies and facilities.

Prepares Scopes of Work and Requests for Proposal for the purchase of radio system equipment, maintenance and repair of equipment and or 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 the region. Projects and manages system and facility construction.

Perform additional duties as assigned and assumes additional responsibilities as apparent and as directed to ensure efficient operation of the RRRDC radio systems.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications**

Education and Experience

Minimum Qualifications: Vocational training or two year associates degree with five years experience related to radio communications in a public safety setting.

Desirable Qualifications: A BA or BS in business administration, management, criminal justice or a directly related field with five years experience related to radio communications in a public safety setting. Direct experience with project management and working with multi-jurisdictional agencies.

### **Language Abilities**

Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals, ordinances and policies, laws, rules and regulations. Ability to communicate effectively verbally and in writing. Ability to effectively give and follow verbal and written instructions.

### **Mathematical Abilities**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages. Ability to assist in the preparation of and administering of an operations budget.

### **Other Knowledge, Skills and Abilities**

- Thorough knowledge of communications networks and circuits.
- Knowledge of local, state and federal rules and regulations and standards pertaining to radio communications installation and operation, licensing and construction of radio sites and towers.
- Familiar with electrical code standards.

- Knowledge of business practices standards and troubleshooting techniques as they pertain to the operation and maintenance of a centralized radio communications system.
- Able to prepare, organize and maintain data, reports and systems.
- Skilled in operating the necessary tools and equipment, such as personal computers (including Microsoft business products).
- Able to understand complex radio communications, computer and telephone systems and their integration into public safety emergency response functions.
- Able to act in a decisive manner using good judgment.
- Able to appropriately handle stressful situations.
- Able to handle multiple tasks and projects.
- Able and willing to maintain respectful and effective working relationships with co-workers, supervisors, system users, contractors, governmental officials, and the general public.

### **Certificates, Licenses and Registrations**

Must pass a comprehensive personal and professional background investigation.

Must possess a valid drivers license to operate a vehicle when necessary to satisfactorily perform assigned duties.

### **Physical Requirements and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor and outdoor work may occasionally require stooping, kneeling, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, repetitive motions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The noise level in the work environment is usually quiet.

The employee must be able to think, reason, and analyze multiple issues for extended periods of time. The employee must be able to function in stressful situations.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.