

**MAJOR FUNCTION**

This is responsible professional, technical, and supervisory work providing management and technical services to all city, county, state and federal affiliations that use the 800 MHz Public Safety Radio System. An employee in this class has responsibility for providing consulting services to city and county staff, developing budgets, project plans, and resource schedules to implement radio systems and manage subscriber radio repairs. Responsible for the Public Safety Communications Board in planning, organizing, directing, and implementing effective and efficient use of the 800 MHz P25 Joint City County Radio System. Considerable latitude, independent judgment, and initiative are exercised in this class. Administrative direction is received from the Chief Information Systems Officer, who indicates results desired and reviews the work to determine conformity of results with desired objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, directs, and supervises the work of technical and professional staff to support Information Systems Services, city and county radio strategic plans, policies and goals. Develops, acquires, implements and justifies acquisitions of radio technology resources, projects and affiliations. Provides primary support to the Domestic Security Task Force Region 2 for interoperable communications during disasters. Attends state work group meetings on disaster preparedness and exercises. Works closely with the Sheriff's Department, Florida Department of Law Enforcement and State Fire Marshal on disaster preparedness, grant writing, and mobile communications resource deployment, management and acquisition. Provides technical expertise in the evaluation of technical solutions. Develops information systems, policies and procedures to include standard operating procedures for city/county radio use. Participates in the budget process and prepares annual budgets to include cost sharing agreement with the county. Makes necessary changes to Federal Communications Commission licensing for city and county radio frequencies. Maintains close relationship with the Public Safety Communications Board for city/county oversight of the 800 MHz Radio System. Plans, develops and administers contracts with Florida A&M University, Florida State University and Tallahassee Community College, as well as develops new contracts to generate revenue using the resources of the radio system. Conducts performance evaluations and recommends approval or denial of merit increases. Recommends the hire, transfer, promotion, discipline grievance resolution or discharge of assigned staff. Performs related work as required.

**Other Important Duties**

Represents the Chief Information Systems Officer on committees and in meetings as requested. Provides staff support on a variety of boards and commissions. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of 800 MHz Radio Systems and processes and procedures. Ability to negotiate and oversee contracts with other agencies in relation to radio communications. Must possess a very high level of project management, business process analysis, people and organizational skills. Ability to communicate and coordinate change implementations. Ability to organize and analyze a wide variety of facts and provide appropriate recommendations. Must possess considerable knowledge of the principles of supervision, training and performance evaluation. Ability to schedule, delegate and review the work of subordinates. Ability to communicate clearly and concisely, written and orally. Demonstrates interpersonal facilitation and communication skills. Ability to establish and maintain

effective and productive working relationships as necessitated by the work. Possesses management style and values that are consistent with the city's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in computer science, management information systems, electrical engineering, business or public administration, or a related field and five years of professional experience that includes management of 800MHz voice and data technology, computer systems analysis, or database analysis; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Cass E State driver's license at the time of appointment.

Established: 12-18-10