

MANAGER OF RADIO SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class, located in the Department of Information Technology, are responsible for the planning, design and administrative management of complex radio and wireless systems and projects supporting first responder systems for Westchester County and local municipal fire and emergency medical agencies. Responsibilities include effective project management of budgetary, quality and timeliness issues for assigned projects. The incumbent works closely with County department Commissioners and stakeholders to define and manage project requirements, planning, funding, procurement, contracts and status. Incumbents provide managerial and technical leadership to departmental and supplementary staff, to manage vendor relationships, and to work with administrative and executive staff in county departments to address their radio and wireless communication needs. This class is distinguished from the Program Coordinator (Radio Systems) by the scope, complexity and size of radio and wireless systems and associated projects, as well as direction and supervision of staff. Work also involves managing the occupancy of various County sites and external tenants of County radio facility sites to ensure compliance with operational and maintenance procedures. Supervision is exercised over subordinate technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and manages the work done by radio staff team to assure efficient and effective use of resources and meets the needs of public safety grade communication system users;

Coordinates the implementation of technical and administrative complex radio and wireless projects to ensure that stakeholder expectations are met on time and within budgets;

Meets with stakeholders, County Department Commissioners and staff and the County Executive's office to discuss project requirements, planning, funding, procurement, contracts and status;

Coordinates the implementation of technically and administratively complex large public safety and government radio and wireless projects;

Assists staff members with preparation of specifications, designs, solicitations and contracts needed to implement and maintain radio and wireless systems;

Directs staff members with management of County radio site use by County agencies and outside tenants to ensure high reliability and compliance with engineering and operational standards and best practices;

Supervises and works with staff members engaged in applying for and maintaining FCC radio frequency licenses;

Supervises staff members with radio and wireless systems field tests and measurements;

Oversees County radio system vendors and contractors;

Prepares annual operating budget and capital project budget proposals;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops and prepares reports, executive summaries and briefs with radio and wireless system subject matter analyses and recommendations;

Keep abreast of developing wireless and radio technologies and regulations and represent the County in professional organizations dealing with government radio and cellular matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other duties as required to meet department objectives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the components, design, operation, maintenance of radio technologies and wireless systems; good knowledge of the principles and practices of supervision; ability to train staff in the use of various application tools; ability to plan, coordinate, supervise and evaluate the work of others including subordinate team leaders; ability to identify, evaluate and convey (both orally and in writing) requirements and specifications for project success; ability to establish and maintain effective working relationships; ability to manage technical projects and vendor relationships; thoroughness and attention to detail; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; initiative; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five (5) years of recent (within the last 7 years) experience (pre- or post-degree) where the primary function of the position was radio communications which involved the planning, design or implementation of a large public safety or government radio communication system or wireless projects; two (2) years of which must have been in a supervisory or team leader capacity;.

SUBSTITUTIONS: A Bachelor's degree* in Information Technology or closely related field may be substituted for one year of the required experience. A Master's Degree* in Information Technology or a closely related field may also be substituted for one additional year of experience. There is no substitution for the supervisory or team leader experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York at time of appointment and maintain same while in the title.

NOTES: *Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Competitive

Job Class Code: C3316
Job Group: XIV

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