

WIRELESS COMMUNICATIONS ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Wireless Communications Administrator is responsible for assisting the Communications Administrator with planning, organizing, staffing, and directing assigned personnel in the day-to-day activities in the Communications Department. This class has direct supervisory and management responsibility for the research, design, cost estimation, specification, proposal evaluation, project management, and acceptance testing of specialized communications systems. This department is involved in planning, technical researching, engineering, designing, constructing, installing, maintaining, purchasing, and operating the City's radio communications and additional electronics-related items enumerated in Mesa Telecommunications Management Policy #114. Duties include providing direction in the following areas: organizational structure changes, manpower requirements, staffing assignments, technical training, performance evaluations, and service operations; providing consulting experience to City departments; and providing direction in radio communications, telecommunications, and data areas to Communications staff. Additional duties include: scheduling and assigning the work of administrative, technical, engineering, and project management staff; assisting in the development of the Communications budget; and developing proposals for Communications policies and objectives and for other City department's short- and long-term radio communications needs. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished by its responsibility for assisting the Communications Administrator in managing and administering projects in the Communications Department. An employee in this class is required to exercise considerable independent judgement. The Wireless Communications Administrator is supervised by the Communications Administrator, who reviews and evaluates work based upon results achieved. Employees in this class are required to be available on a 24-hour basis to respond to emergency situations. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business Administration, Management, and/or a related field. Extensive (5+ years) experience in supervising and directing the design, installation, maintenance, and/or engineering of wireless communication systems. Additional supervisory level experience in wireless communications systems maintenance may be substituted on a year-for-year basis for the educational requirement.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Experience with public safety communications systems is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with a diverse group of elected and other public officials, management, subordinates, user departments, contractors, vendors, and the general public, demonstrating superior interpersonal skills in order to establish and maintain effective working relationships. Defines training requirements and media for instructing and training supervisory, technical, and operational personnel. Sets and communicates system practices and performance measures. Presents technical facts clearly and concisely to both technical and nontechnical individuals. Serves as a liaison with the Federal Communications Commission (FCC) and public safety frequency user groups concerning radio licensing functions. Prepares written documents, reports, comments, and other correspondence. Replies to federal rule-making proposals. Makes oral presentations and written presentations on technical, regulatory, and organizational matters with clear organization and presentation. Instructs and trains subordinate-level staff and personnel including other jurisdictions regarding communications systems and issues. Prepares and develops FCC license documents, engineering plans, proposal/bid, and specifications. Produces written documents, such as memos, status reports, performance evaluations, and other written correspondence.

Manual/Physical: Conducts periodic inspections of communication facilities to ensure conformance to established standards and FCC rules and regulations. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings throughout Arizona regarding communications systems and related equipment. Reviews professional publications and represents the department at seminars and conferences. Distinguishes colors in working with multiple color drawings and electrical wiring and components. Reviews final plans, specifications, special conditions, agreements, and the work of subordinates, contractors and crews to ensure compliance with standard operating procedures and FCC rules. Enters data into a personal computer to use project, engineering, data management, and spreadsheet applications. Meets scheduling and attendance requirements.

Mental: Provides direction in the following areas: organizational structure changes, manpower requirements, staffing assignments, technical training, performance evaluations, maintenance operations, and work area facility organization. Provides consulting experience to City departments. Provides direction in radio communications, telecommunications, and data areas to Communications staff. Prioritizes and participates in the scheduling of technical staff. Assists in the development of the Communications budget. Develops proposals for Communications policies, practices, and objectives and for other City department's short- and long-term radio communications needs. Makes difficult technical, personnel, and operating decisions. Resolves problems. Conducts research and analyzes data in planning systems, which are the responsibility of the Communications Department. Controls the use of material and monetary resources. Coordinates communications maintenance activities and program functions with other departments, jurisdictions, and agencies. Comprehends and makes inferences from written material, including blueprints, schematic drawings, financial records and operations reports. Estimates labor and material costs. Learns job-related material through on-the-job training, self-study and in a classroom setting. Researches, designs, estimates costs of, specifies, evaluates proposals for, provides acceptance testing of, and manages specialized communications systems projects for various City departments. Analyzes special communications project requirements. Researches and analyzes frequency usage and City future communications needs. Coordinates work activities with other City departments, municipalities, and agencies.

Knowledge and Abilities:

Knowledge of:

organizational management, supervision, budget principles, business economics, statistics, basic accounting, business law, and personnel management;
the design, construction, installation, maintenance, and operation of a variety of communications systems and testing devices;
Federal Communications Commission rules and regulations pertaining to radio communication systems and related equipment;
budget preparation;
the principles of electrical, electronic, and radio communications theory;
the principles and practices involved in designing, constructing, installing, maintaining, and operating a variety of communications systems and testing devices;
the principles and practices of employee supervision, training, and evaluation;
FCC rules and regulations pertaining to radio systems;
current developments in radio system uses; and
the use of project management theories and practices.

Ability to:

supervise the design, construction, installation, and maintenance of major communications installations;
develop budgets;
maintain cost-effectiveness;
make difficult technical and operating decisions;
present technical facts clearly and concisely to nontechnical individuals;
establish and maintain effective working relationships with management, subordinates, user departments and the general public;
evaluate professional-level engineering duties relating to the research, design, purchase, modification, and installation of specialized communications systems;
develop and review specifications for current and future City communications systems and equipment;
make difficult technical and operating decisions;
provide technical support to departments regarding communications equipment purchases;
present technical facts clearly and concisely to both technical and nontechnical personnel; and
establish and maintain effective work relationships with subordinates, associates, vendors, supervisors, City personnel, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 55

SECURITY-No

CDL-No

IND-9516

SWORN-No