

## **TOPAZ REGIONAL WIRELESS COOPERATIVE (TRWC) EXECUTIVE DIRECTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The TOPAZ (Trunked OPen AriZona Network) Regional Wireless Cooperative (TRWC) Executive Director classification functions in a highly responsible management capacity performing administrative work in the implementation and management of the regional wireless cooperative. This position is responsible for developing and managing the formal organizational structure and processes of the TRWC, with emphasis on end-users and business needs, operational requirements and qualified and measurable service delivery.

Duties of the TRWC Executive Director include directing activities of the TRWC to achieve efficient and effective operations; representing the interests of the member agencies and Board members; coordinating and overseeing the strategic planning and administrative processing for the diverse members of the Cooperative; coordinating and serving on TRWC Board of Directors the Executive and Operational Teams; being responsive to internal and public interests; developing and maintaining operational policies and procedures to accomplish agency objectives; directing the monitoring of public safety and municipal radio user compliance with the approved radio standards, operational guidelines and procedures, and Federal Communications Commission (FCC) requirements to ensure effective regional emergency and municipal radio communication services and compliance with all laws, regulations and policies; collaboratively developing long- and short-range strategic and financial plans; developing, managing, and reviewing the TRWC budget with the Board, approving expenditures, and overseeing related administrative processing; providing technical guidance to ensure and evaluate emergency communications during emergency services and operations; representing the TRWC as liaison and coordinator with local, regional, state and federal emergency services agencies, regional radio system users, owners and operators of other radio systems, other stakeholders for interoperability, homeland security and related communications issues, and attending related meetings; collaborating with the Regional Wireless Cooperative (RWC) managed by the City of Phoenix and other regional agencies to develop and implement a Joint Strategic Plan and attending and participating as needed in the RWC Board meetings. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Developing and managing the formal structure to engage end users in a significant manner and focusing on operational requirements and qualified and measurable service delivery is key for this position. This class works with the Communications Administrator to execute the Procedures and Processes set forth in TRWC Governance and Policies but is distinguished from that class by the latter's responsibility for planning, organizing, staffing, and directing all other personnel and activities in the Communications Department. The TRWC Executive Director works with the TRWC Board of Directors to accomplish their vision and reports to the Manager of Technology and Innovation who will evaluate performance through conferences, reports, and 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-administrative.

### **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 Business Administration, Public Administration, Communications, Public Safety, Emergency Management, or a

closely related field; five years professional leadership experience in public safety communications or municipal communications/technology, including good (1 - 3 years) leadership experience in a major public safety/municipal communications center or wireless voice and/or data communications technology program.

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

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Municipal public safety experience with working knowledge of public safety operations and procedures; relevant certifications to include for example, Association of Public-Safety Communications Officials (APCO), National Emergency Communications Certification (NECC), National Emergency Number Association (NENA) or National Incident Management System (NIMS); experience working with public safety departments and other local government departments and agencies, with emphasis on radio and data communications; experience in wireless and technology issues, particularly 800 MHz digital trunked radio systems, and experience with public safety communications systems; experience developing long- and short-range strategic and financial plans and budgets and providing detailed written and verbal reports and testimony to regulatory and legislative bodies are highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with City management, TRWC Board of Directors, TRWC Executive and Operational Teams, user department personnel, contractors, vendors, public officials, and the general public in order to establish and maintain effective working relationships. Represents the TRWC as liaison and coordinator with local, regional, state and federal emergency services agencies, regional radio system users, owners and operators of other radio systems, other stakeholders for interoperability, homeland security and related communications issues. Presents and reviews the TRWC budget with the Board. Collaborates with the Regional Wireless Cooperative (RWC) managed by the City of Phoenix and other regional agencies and delivers a Joint Strategic Plan. Responds to internal and public inquiries. 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 and the effects of proposed rules and regulations changes. Prepares written documents such as special reports, articles, comments and replies to federal rulemaking proceedings, and various other correspondence.

**Manual/Physical:** Conducts periodic inspections to ensure conformance to established standards and FCC rules and regulations. Reviews professional publications and represents the Department at seminars and conferences. Distinguishes colors in working with multiple color drawings and electrical wiring and components. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings with local, regional, state and federal emergency services agencies, regional radio system users, owners and operators of other radio systems, other stakeholders, and to respond to emergency situations. Attends and participates as needed in the RWC Board meetings. Meets scheduling and attendance requirements.

**Mental:** Directs the activities of the TRWC to achieve efficient and effective operations. Develops and manages the formal structure to engage end users in a significant manner and focuses on operational requirements and qualified and measurable service delivery. Develops and maintains operational policies and procedures to accomplish objectives. Coordinates and serves on TRWC Board of Directors the Executive and Operational Teams. Represents the interests of the Board and the City. Collaboratively develops and administers long- and short-range strategic and financial plans. Develops, presents, manages, and reviews the TRWC annual operating and capital budgets with the Board. coordinates and oversees the strategic planning and administrative processing of business activities such as purchasing, billing, payments, contract and asset management which are functions performed by City of Mesa departments and staff in compliance with the policies of the Cooperative. Manages or ensures internal accounting procedures. Prepares records and documents for audit. Expends TRWC funds in support of budgets approved by the TRWC Board. Directs the monitoring of public safety and municipal radio user compliance with the approved radio standards, operational guidelines and procedures, and Federal Communications Commission (FCC) requirements to ensure effective regional emergency and municipal radio communication services and compliance with all laws, regulations and policies. Provides technical guidance to direct and evaluate emergency communications and emergency services and operations. Makes difficult technical and operating decisions. Resolves procedural or operational problems. Conducts research and analyzes data in planning communications systems. Controls the use of material and monetary resources. Coordinates communications activities and program functions with other departments, cities, and agencies. Comprehends and makes inferences from written material, including blueprints and schematic drawings. Estimates labor and material costs. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices involved in the design, construction, installation, maintenance, and operation of a variety of communications systems and testing devices;  
modern public administration principles and practices;  
FCC rules and regulations pertaining to radio communication systems and related equipment; and  
budget preparation and administration principles and practices.

Ability to:

implement and manage regional wireless cooperative;  
develop and manage the formal structure to engage end users in a significant manner;  
focus on operational requirements and qualified and measurable service delivery;  
represent the TRWC as liaison and coordinator with other agencies and stakeholders;  
develop, manage, and review the TRWC budget with the Board;  
coordinate and oversee the strategic planning and administrative processing of business activities;  
represent the interests of the Board and be responsive to internal and public interests;  
direct the monitoring of compliance with the approved radio standards, guidelines, and requirements;  
provide technical guidance to direct and evaluate emergency communications and emergency services and operations;  
make difficult technical and operating decisions;  
present technical facts clearly and concisely to technical and nontechnical individuals, both verbally and in writing; and

establish and maintain effective working relationships with City management, TRWC Board of Directors, TRWC Executive and Operational Teams, user and support department personnel, contractors, vendors, public officials, 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 the job change.

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TO/fl/pg

CS5510.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 56

SECURITY-No

CDL-No

IND-9410

SWORN-No