

COMMUNICATIONS ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Communications Administrator is responsible for planning, organizing, staffing, and directing all personnel and activities in the Communications Department. This department is involved in planning, technical researching, engineering, designing, constructing, installing, maintaining, purchasing, and operating the City's radio communications systems and additional electronics-related items enumerated in Mesa Communications Management Policy #114. The Communications Administrator jointly works with the TOPAZ Regional Wireless Cooperative (TRWC) Executive Director to execute the Procedures and Processes set forth in TRWC Governance and Policies. This employee exercises considerable independent judgment due to the specialized and technical nature of the work. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Communication systems improvements require approval prior to budgeting and implementation. The Communications Administrator is supervised by the Manager of Technology and Innovation, who reviews and evaluates work based on overall 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 Electrical Engineering, Radio/Electronic Engineering, Business Administration, Public Administration, or a related field. Seven to nine years of progressively responsible experience in supervising and directing the design, installation, and maintenance of communications systems.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in national wireless and technology issues, particularly 800 MHz digital trunked radio systems, is highly desirable. Experience with public safety communications systems is also highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, subordinate-level personnel, user department personnel, contractors, vendors, public officials, and the general public in order to establish and maintain effective working relationships. Instructs and trains supervisors and sets and communicates system performance standards. Presents technical facts clearly and concisely to nontechnical individuals. Serves as a liaison with the Federal Communications Commission (FCC) and public safety frequency user groups concerning all radio licensing functions and the effects of proposed rules and regulations changes. Prepares written documents such as special reports, magazine articles, comments and replies to

federal rule-making 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 throughout Arizona regarding communications systems and related equipment. Meets scheduling and attendance requirements.

Mental: Provides direction in the following areas: organizational structure changes, manpower requirements, staffing assignments, technical training, and performance evaluations; service operations and consulting assistance to other City departments; engineering surveys, technical studies, radio system coverage and propagation analysis, radio frequency interference analysis and suppression, and prediction, verification, and field tests; and the modification, design, manufacture and integration of special, highly complex communications features, which are unavailable as standard equipment in City communications systems. Schedules and assigns the work of administrative, technical, and engineering personnel. Supervises the design, construction, and maintenance of major communications installations. Develops the Department's annual budget request, including budgeting the communications items of other City departments. Determines Communication Department policies and objectives and other departments' short- and long-term radio communications needs. 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;
budget preparation and administration principles and practices; and
employee supervision, evaluation, and training principles and practices.

Ability to:

plan, organize, staff, and provide overall direction to all Communications Department activities;
supervise the design, construction, installation, and maintenance of major communications installations;
develop the Department's annual budget request which includes other City departments' (i.e., Fire, Police, etc.) budgeted communications items;
obtain the most cost-effective and optimum performance of department efforts;
make difficult technical and operating decisions;
present technical facts clearly and concisely to nontechnical individuals, both verbally and in writing;

and establish and maintain effective working relationships with management, subordinates, user departments, 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.

Revised 5/15

TO/co/pa

CS5718.DOCX

EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 58

SECURITY-No

CDL-No

IND-9516

SWORN-No