

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: COMMUNICATIONS SYSTEMS SPECIALIST **GRADE:** 23
TITLE ABBREVIATION: COMMUN SYS SPEC **TITLE NO.:** 562170
JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** PR
DEPARTMENT: EMERGENCY SERVICES

NATURE OF THE WORK: This position is responsible for planning, coordinating and managing the activities necessary to implement and operate a countywide communications system. Work is performed closely with municipal, county, state and federal public safety agencies in their participation in a radio communications system.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one position class in the competitive classified service. The position plans for and manages the operation and future enhancements of a communications system as they relate to the county's communications center. Work is performed under the general supervision of the Deputy Commissioner of Emergency Communications, with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over related support staff.

TYPICAL DUTIES AND TASKS:

Oversees the implementation, operation and management of a countywide radio communications system used by the County, municipal police, fire, and emergency medical services agencies;

Generates documentation and reports required in the planning and implementation of a communications system; prepares charts, graphs and drawings;

Coordinates project activities between governmental agencies, consultants and equipment vendors;

Advises and assists in planning for system activation, operation, maintenance and expansion;

Creates templates, program radios, and facilitates repairs;

Conducts site visits to radio tower transmission sites to ensure effective operation;

Prepares and maintains communications system inventories and assists in related budgeting and fiscal accounting; monitors grants to ensure compliance with grant requirements;

Assists in the preparation of equipment specifications on a non-technical level, processing equipment bids and acquisition;

Assists in the coordination of information and communications and user support functions to help provide a seamless delivery of support services for both inter and intra-county public safety communications;

Supervises those engaged in the operation and maintenance of radio equipment and systems;

Uses specialized applications to program and manage wireless radio systems and networks;

Oversees emerging technologies including but not limited to security software, cameras streaming and panic buttons;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the capabilities and limitations of various types of mobile radio communications equipment and the techniques and terminology employed in their operation; Good knowledge of FCC rules, regulations and licensing procedures; Good knowledge of radio modeling software tools; Good knowledge of the needs and requirements of public safety radio system users; Knowledge of budgeting, accounting and fiscal reporting processes; Ability to communicate effectively, both orally and in writing; Ability to create effective graphic displays; ability to supervise the work of others; Initiative; Tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and three (3) years of experience operating and maintaining public safety radio communications equipment; or
- (B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and five (5) years experience as defined in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as defined in (A) above;
- (D) An equivalent combination of the training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

REVISED: 7/7/2021 AT