

PROGRAM ADMINISTRATOR (RADIO SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for planning, engineering, coordinating and managing the operation of complex wireless and radio systems. Work also involves managing the use of County radio infrastructure sites by County agencies and outside tenants in order to ensure proper utilization, reliability, and compliance with engineering, operational, and maintenance best practices. Supervision may be exercised over a small number of subordinates. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and engineers technologically complex countywide wireless and radio systems including, but not limited to, those used by County and municipal police, fire and emergency medical service agencies, and supervises implementation, maintenance, and operation of these systems;

Works with County departments and served agencies in order to ensure effective planning, engineering, implementation, maintenance, and operation of wireless and radio systems;

Keeps abreast of developing wireless and radio technologies and regulations;

Supervises the use of County radio infrastructure sites by County agencies and outside tenants in order to ensure proper utilization, high reliability, and compliance with engineering, operational, and maintenance best practices;

Works with County agencies and outside tenants in order to ensure proper utilization and operation of County radio infrastructure sites;

Keeps abreast of current best practices for engineering, operation, and maintenance of wireless and radio equipment, systems, networks, and infrastructure;

Supervises subordinates engaged in the specification, design, operation, and maintenance of wireless and radio equipment, systems, and infrastructure;

Prepares memoranda and reports relating to wireless and radio system and infrastructure operations, and makes recommendations regarding changes and/or enhancements;

Prepares technical specifications for wireless and radio equipment, infrastructure, maintenance, and related services;

Plans and coordinates implementation of new projects and upgrades to existing systems in order to ensure quality and reliability as well as efficient and cost effective use of resources;

Supervises wireless and radio projects and ensures that County needs and goals are met on schedule and in accordance with budgetary forecasts;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Assists with the development of budgets for wireless and radio projects;

Represents the County in professional organizations dealing with wireless and radio matters;

Performs field tests and measurements related to wireless and radio systems;

Uses specialized application software to model RF propagation and manage wireless and radio systems and networks;

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

May perform other related tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of fundamental wireless and radio principals; thorough knowledge of current and legacy wireless and radio technologies and products; thorough knowledge of wireless and radio system design, implementation, and operation practices; good knowledge of the principals of modern and legacy trunked and conventional land mobile radio system engineering and operation; good knowledge of radio propagation modeling software and other wireless engineering software tools; good knowledge of data communications and specifically of IP-based networking protocols and mechanisms; good knowledge of FCC rules, regulations and licensing procedures; good knowledge of the principles of complex mission-critical system and network engineering and management; good knowledge of issues regarding the deployment and redeployment of technology assets; good knowledge of strategic planning principles; good knowledge of the principles and practices of project management; knowledge of the needs and requirements of government (particularly with regard to public safety) wireless and radio system users; ability to effectively present complex information and concepts both orally and in writing; ability to understand and interpret complex technical specifications; ability to plan and supervise the work of others; ability to communicate clearly, both orally and in writing; ability to understand and carry out written and oral directions; ability to efficiently use both general purpose and specialized computer applications; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good judgment; initiative; resourcefulness; reliability; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience where the primary function of the position was radio communications, one year of which involved the planning, design and implementation of state-of-the-art radio communication systems.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a degree in Radio Frequency Technology, Electronic Wireless/Telecomm Technology, Electrical Engineering, or a closely related field may be substituted on a year for year basis for the above stated general experience to a maximum of four years. There is no substitution for the one year of specialized experience.

*SPECIAL NOTE: 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.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in the State of New York.