

PROGRAM COORDINATOR (RADIO SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position manages complex radio systems in support of all County and municipal Fire and Emergency Medical Systems. This is an administrative, operational and technical position involving responsibility for managing radio equipment, radio sites and their tenants (i.e. other site users such as Westchester Medical Center), planning the deployment of technologically advanced radio systems and equipment for multiple user departments and agencies. Work also involves managing the occupancy of various County agencies and external tenants of County radio facility sites to ensure compliance with operational and maintenance procedures. Supervision may be exercised over a small number of subordinates. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages technologically complex countywide radio systems, including all municipal fire and emergency medical systems;

Manages projects by ensuring that projects are on time and in accordance with budgetary forecasts;

Develops budgets for proposed projects;

Manages the occupancy of various County agencies and external tenants of County radio facility sites by ensuring compliance with all operational and maintenance procedures, keeping abreast of all technical requirements for the installation, use and modification of equipment;

Plans and coordinates the implementation of projects and the deployment of equipment to ensure the most efficient and cost effective use of resources;

Maintains frequent contact with departments, tenants and regulatory entities regarding the safe and proper operation of the facility, ensures compliance with established procedures and regulations;

Designs, implements and operates radio cellular systems and networks for the County and its municipalities;

Prepares memoranda and reports relating to radio system operations, including user compliance, and makes recommendations regarding changes and/or enhancement to existing operations;

Prepares technical specifications for the acquisition of radio and cellular equipment, maintenance and related services;

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

Keeps abreast on both technical and regulatory matters affecting the design and operation of radio and cellular systems equipment;

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

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

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of two-way radio and cellular phone technology; thorough knowledge of issues regarding the deployment and redeployment of technology assets; good knowledge of the principles and practices of project management; good knowledge of strategic planning principles; good knowledge in the principles and practices of network engineering; good knowledge of radio system design; good knowledge of FCC rules and regulations; 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 efficiently use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate clearly, both orally and in writing; ability to understand and carry out written and oral directions; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; good judgment; initiative; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and eight years of experience where the primary function of the position was radio communications, two years 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, or a 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 two years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.