

## PROGRAM SPECIALIST (COMMUNICATIONS ASSISTANT - O.D.E.S.)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the County Communications Officer and under the general supervision of the Director, Office of Disaster and Emergency Services, the incumbent of this class provides support for the local civil defense and emergency management communication functions of Westchester County. This is an administrative, operational and technical position providing expertise and support in the area of communications to all County departments (including support for the Indian Point Radiological Emergency Preparedness Plan for Westchester County). Must be available for on-call (24 hours) assignments by pager, to respond to Emergency Operations Center, or to the field, in the event of an emergency. Supervision is not a regular responsibility of this position; however, the incumbent may function in a leadership role over volunteer communications personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Provides technical assistance and advice to personnel operating radio communications systems in the departments of Public Safety, District Attorney, Public Works, County Fire, Medical Center, and County Civil Defense/Emergency Management Systems;

Participates in the design and development of communication systems, as required;

Consults with the Communications Officer, Director and staff on issues involved in the planning and operation of communication services, including technical support;

Insures the ongoing maintenance of radio equipment to insure compliance with maintenance contract(s);

Participates in the maintenance of a perpetual detailed inventory of all radio communication equipment in use in County Service;

Assists in the organization and direction of civil defense/emergency management communications including the recruitment, training and direction of civil defense volunteers enrolled in the Westchester County Radio Amateur Civil Emergency Service (RACES);

Participates in the preparation of specifications to be used for the purchase, installation and maintenance of County communication equipment;

Assists the Communications Officer in representing the County with other municipalities and emergency response groups on communication matters;

Participates in the application and renewal process for all County FCC licenses;

EXAMPLES OF WORK: (Cont'd)

Sets up emergency communications at remote sites under field conditions for day and night exercises in various weather conditions;

Assists in the operation of the County Emergency Communications Center;

Assists in conducting periodic tests and exercises to ensure the availability of reliable communications to the officers of County government during periods of natural and man-made disaster;

Attends communication meetings and electronic communication seminars.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of two way radio systems, component parts, hardware and operational procedures; thorough knowledge of applicable FCC detailed rules and regulations for various radio systems used by County departments; good knowledge of two-way radio maintenance test instruments and parts; knowledge of data communications including proficiency in Windows, Word for Windows and PowerPoint; ability to maintain effective working relationships with individuals and groups; ability to deal effectively with complex communications problems; ability to present ideas clearly and concisely, both orally and in writing; reliability; resourcefulness; good judgement; physical condition commensurate with the requirements of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Possession of a high school or equivalency diploma and either (a) five years experience in public safety radio communications, one of which involved the planning, designing or supervising the installation or integration of different types of communication systems; or (b) satisfactory completion of 30 credits at a recognized college or trade school with course work in electrical technology may be substituted for each year of the required experience in public safety radio communications, but must have included the one year of specialized experience as stated in (a); or (c) an equivalent combination of the foregoing training and experience.

**SPECIAL REQUIREMENTS:** (1) Possession of the following FCC License: Amateur Radio License, General Class or higher. (2) Possession of a license to operate a motor vehicle in the State of New York.

**\*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 Education Department as a post-secondary, degree-granting institution.