

CLASS TITLE: MANAGER, RADIO SERVICES

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for managing the Radio Services Section, planning, coordinating and controlling the operation, maintenance and repair of a regional and statewide radio frequency related telecommunications system, radio support staff, electronic equipment and other related assigned duties.

ESSENTIAL TASKS:

- Directs the daily activities of the support staff
- Plans, coordinates and manages system operations and other projects
- Provides technical advice as requested
- Assesses customer needs and provides plans, schedules and training
- Develops, implements and supervises preventative maintenance programs for radio based systems and facilities
- Develops, coordinates and monitors the Radio Services Section budget
- Ensures compliance to federal, state and local regulations
- Develops and administers policies and procedures related to the operation, maintenance and repair of electronic equipment and radio systems
- Acquires and maintains radio frequency related equipment
- Manages the repair of other electronic systems within the City
- Manages and coordinates the City's, regional and statewide public safety 800 MHz radio system
- Develops bid specifications
- Defines needs and prepares City management reports and provides statistical and utilization reports to various government entities
- Identifies and develops technical training resources
- Provides radio services for Tulsa County and selected regional jurisdictions
- Manages installation of various equipment in City and County vehicles
- Maintains visibility of daily operation of OKWIN's remote transmission sites
- Develops guidelines and policies related to statewide system utilization and operation
- Develops guidelines and establishes policies for technical and financial evaluations of system to determine acquisition and compatibility
- Develops and administers statewide maintenance program and training certification for system technicians
- Serves as senior technical advisor to standing State Strategic Communication Planning Committee
- Develops policies for regional and state mutual aid
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in Engineering Electronics Technology, Telecommunications, Public Administration or a related field; and five (5) years of experience managing a telecommunications operation and maintenance function; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of telecommunications operations and maintenance; comprehensive knowledge of regulatory matters relating to radio based systems; considerable knowledge of electronics and communications; considerable knowledge of computer driven radio communication systems; and considerable knowledge of the hazards and safety precautions of shop and field personnel. Ability to plan, coordinate and manage personnel engaged in the maintenance and repair of telecommunications equipment; ability to plan, coordinate and manage an operating budget; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional

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pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Federal Communications Commission (FCC) General Radio Telephone License and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1142

EEO Code: E-02

Pay Code: IS-48

Group: Engineering, Planning, and Technical

Series: Communications Operations and Maintenance

Effective date: August 10, 2011