



CLASS SPECIFICATION

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FLSA: exempt
Probation: 12 Months

REGIONAL COMMUNICATIONS COORDINATOR

DEFINITION

Under general supervision, coordinates projects and supervises assigned technical staff in the design, maintenance and installation of infrastructure to support the Washoe County Regional Communications System (WCRCS); and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in electrical engineering, electronics, telecommunications or a closely related field and four years of progressively responsible experience in radio and telecommunication systems planning, installation, and maintenance, including two years of supervisory or program management experience; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATES

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

The Regional Communications Coordinator is responsible for maintaining 24/7, 99.99% availability of the Washoe County Regional Communications System (WCRCS). Over 22 public safety agencies depend on the WCRCS, including the Washoe County Sheriff, Reno Police Department, Sparks Police Department, Truckee Meadows Fire, Sparks Fire, Nevada Highway Patrol and several other local, state and federal agencies such as the FBI (Federal Bureau of Investigation) and DEA (Drug Enforcement Agency). The Regional Communications Coordinator represents Washoe County for regional communications to the public and interacts with numerous agencies with differing communication requirements. The Regional Communications Coordinator also has supervisory responsibility over WCRCS and Radio Shop team members.

SUPERVISION EXERCISED

Exercises direct supervision over all WCRCS and Radio Shop staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide direction to staff and serve as project manager for multiple projects, which includes needs assessment, project planning, cost estimates, analysis, design, testing, conversion and implementation.

Administer communication system control server systems and specific embedded systems of the WCRCS network.

Perform complex professional and technical work, including systems/network analysis and development.

Develop and monitor project budgets, to ensure adherence to specifications and avoid over-expenditures; develop bid specifications; review bid submittals and make recommendations for contractor/vendor.

Negotiate terms and administer contracts with service providers related to services necessary for assigned projects.

Ensure the integrity of the network/communications systems and connected controllers in the systems are maintained, verified and tested.

Represent the department by attending and participating in a variety of meetings; maintain working relationships with other departments, agencies, government, and vendor representatives to ensure the timely completion of projects and integrity of the communications system.

Gather data, analyze business processes, evaluate options, and develop alternatives, including justifications for the deployment of communications infrastructure and technology.

Develop comprehensive reports and make presentations to department management, user departments, internal committees, and external agencies.

Research new information technologies and develop strategy for the implementation of an evolving technical architecture; identify staff training and development needs to ensure a high level of staff expertise.

Provide project information and interpret laws, rules, regulations and procedures for other departments, agencies, government and vendor representatives and the public.

Supervise assigned staff, which includes staff training and development, staffing recommendations, scheduling, developing work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, handling disciplinary problems, assuring timely responses and completion of work orders; participate in hiring activities.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Develop and effectively manage operational budgets to assure they remain within approved budget authority.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Structure, system and functions of Washoe County and local governments.

Countywide and departmental policies and procedures.

County budgeting and expenditure policies and procedures.

Methods of budget preparation, monitoring and expenditure control.

Ability to:

Design and monitor the installation, maintenance and upgrade of the Regional Communications System.

Analyze data and network hardware/software and develop recommendations regarding performance, reliability and cost.

Implement work methods and procedures which promote a safe working environment for staff.

Troubleshoot advanced technical issues with the Regional Communications System and recommend solutions.

Establish and maintain effective working relationships with management and elected officials, user departments, departmental staff, clients, vendors and other agencies.

Plan, coordinate and direct the operations of the Regional Communications System as needed to accomplish established system goals and objectives and optimize system efficiency.

Perform the requirements of the job with limited supervision.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Principles and practices of management, training, work evaluation and supervision.

Local, state and federal regulations and codes affecting the installation and operation of radio and telecommunication systems.

Radio telecommunication cable infrastructure systems and related hardware.

Trunked radio technology and radio system design and structure.

Microwave technology and multiplexing system design principles.

Electronics and digital concepts including personal and server computer software/hardware in relation to programming and system management.

Project planning and management techniques.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct the operations of assigned projects and services to accomplish established goals and objectives and optimize efficiency.

Identify problems and make decisions.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Read and interpret complex technical diagrams, reference manuals, codes, contracts, plans and specifications.

Interpret and apply regulations, policies and procedures.

Utilize routines, tools and equipment used in diagnosing and resolving network, database and computer problems.

Prepare understandable schematic diagrams.

Coordinate systems, functions and staff to meet user needs and produce cost effective products.

Negotiate contracts with vendors and make recommendations to the IT Manager or CIO concerning contracts.

Analyze data, conceptualize and make appropriate recommendations.

Communicate effectively and concisely, both orally and in writing.

Write reports, prioritize projects and handle multiple tasks concurrently.

Make effective presentations using visual and other communication tools.

Establish and maintain effective, professional relationships with all customers, internal and external.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Washoe County Technology Services employees may be called to work to assist during a disaster or emergency situation.

Must be willing to attend evening meetings and work in an on-call basis.

Ability to work in a standard office environment. Ability to lift and carry objects weighing up to 50 lbs. Ability to work in an environment with controlled temperatures. Ability to work in an outdoor environment with extreme temperatures and weather.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.