



COUNTY OF YORK
invites applications for the position of:

911 Radio Administrator

SALARY: Negotiable
DEPARTMENT: Emergency Services Center
OPENING DATE: 10/01/20
CLOSING DATE: 11/04/20 11:59 PM

POSITION SUMMARY:

The Radio Administrator is a senior level management position that reports to the Deputy Director of Support Services. The employee is primarily responsible for the YCDES radio infrastructure and operational performance standards. In addition, the incumbent will be responsible for the maintenance and installation of all electronic and computerized communications equipment that supports the full operations of York County Department of Emergency Operations & Office of Emergency Management. This position requires a high degree of competency and technical expertise in digital trunked public radio systems. The incumbent assures all aspects of the Center's radio licenses are current.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the YCDES & OEM Center Radio Department, departmental licenses including radio system and microwave licenses with the FCC. The incumbent ensures that radio system software configurations are maintained, and that microwave paths are documented and kept current
- Manage the YCDES & OEM fleet radio equipment and inventory including manuals and schematics
- Manage radio equipment in the Mobile Communications Unit and provide training on radio equipment. Incumbent must maintain documentation, manuals and schematics
- Manage the Mobile Communications Unit driver training program, and serve as an on-call responder on the MCU as needed
- Supervises monthly inspections of the remote radio sites
- Manages periodical testing of the following as related to each radio site:
 - Ground testing
 - Site alarms
 - Trunked radio systems
 - Emergency generators
 - Bench marking coverage
 - Microwave testing.
- Manages the required FCC and OSHA radio frequency emissions compliance standards for the county radio system.
- Direct supervision of Radio Technicians and service contractor performance
- Must perform work that involves multiple priorities, complex and numerous tasks, deadlines, constant communications across organizational boundaries, limited resources, with little if any precedents or guidelines.
- Develop and maintain the YCDES & OEM Center five (5) year radio plan, and develop a Quality Assurance Program for the YCDES radio system
- Acts as YCDES communications liaison for radio problems between the County, the agencies it represents, and the contracted radio vendors
- Prepare annual budget for project upgrades and management of current and future radio systems.

- Must be able to write reports and maintain records as related to equipment maintenance
- Must pass the County background check with no record of criminal convictions
- Must be able to travel and maintain a valid PA Class C Operator's License
- Must comply with York County's Employee Policies

ESSENTIAL REQUIREMENTS:

- Certification in advanced radio technologies.
- Two years management experience.
- Advanced technical degree or a minimum of 7 years of full time public radio systems installation, maintenance, repair with preference in emergency service or public safety and any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Working knowledge of public safety radio system maintenance practices and procedures including digital trunked radio systems.
- Knowledge of installation procedures as related to electronic and computerized Communication equipment, including Cisco servers, routers and switches.
- Working knowledge of Microwave systems and the troubleshooting and repair of same.
- Knowledge of tower site development and maintenance.
- Knowledge of contract development and negotiation practices.
- Knowledge in the use of electronic testing equipment, including GPS equipment.
- Knowledge of computer software installation and configuration methodologies.
- Knowledge of Geographical Information Systems theory and terminology.
- Knowledge of digital trunked radio systems, including Cisco servers, routers and switches as they relate to and are part of the computerized radio system/network.
- Knowledge in different types of paging (digital & analog).
- Knowledge of Computer Aided Dispatch systems and how they tie in with radio systems.
- Knowledge of the Federal Communications Commission's Rules and Regulations, Title 47, Parts 1-199 and PA Act 56 and 78.
- Excellent organizational, verbal and written communication skills required, along with proficiency in Microsoft Word, Excel, PowerPoint and database management. The ideal candidate will be an effective listener and communicator; be resourceful and proactive while consistently demonstrating the ability to work independently and as a team player.
- Must project a professional and positive demeanor.

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OTHER REQUIREMENTS:

The incumbent must be on-call 24-hours per day, 7-days per week for emergencies as related to the YCDES & OEM Radio System and must agree to work on an after-hours on-call rotation to service the 24/7 YCDES and Radio network, which may include receiving text messages and emails from systems upon outages or when conditions occur outside of operating standards and reports to the 911 Communications center as required and/or needed in the event of a System's Failure, and/or large Emergency event requiring additional departmental support and staff

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.yorkcountypa.gov>

Position #0586
911 RADIO ADMINISTRATOR
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