

ORANGE COUNTY, VIRGINIA

OFFICE OF THE COUNTY ADMINISTRATOR

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Position Announcement

Radio Communications Manager

The Office of the County Administrator is accepting applications for a Radio Communications Manager. Work is performed under the limited supervision of the Director of Information Technology. Duties include, but are not limited to:

- Oversees the day-to-day management and maintenance of the County's integrated radio communications infrastructure and systems;
- Develops and implements County-wide radio communications procedures, contingency plans, and operations;
- Recommends and assists in the implementation of goals and objectives for the radio communications services function;
- Submits recommendations and justification for budget expenditures for radio communications equipment countywide; anticipates future expenditures based on the County's radio communications network needs; prepares departmental budget.
- Manages operational costs for LMRS. Ensures proper collection of funds from LMRS customers.
- Manages, installs, and programs fixed, mobile, and portable radio communication subscriber units as appropriate;
- Manages the administration of County-wide radio communications system contracts and maintenance agreements;
- Prepares and oversees intergovernmental agreements dealing with radio usage and sharing of frequencies. Ensures all County FCC licenses are current and in compliance with FCC regulations;
- Prepares, in a coordinated effort, with the Emergency Management Coordinator a multi-year exercise plan meeting the criteria established by the Homeland Security Exercise and Evaluation Program (HSEEP);
- Serves the role of communications manager during emergency operations center activation.
- Ensures the continual operation of the trunked 800 MHz radio system through evaluation, testing and recommendation of all LMRS equipment and configurations. Provides a change control system that will reduce the possibility of LMRS downtime.
- Manages and provides technical consulting support on radio communications systems designs, improvements and modifications for all LMRS customers to include County departments and external customers.

- Provides specifications and alternative options regarding LMRS support to include scheduling preventive and corrective maintenance. Performs system outage and disaster recovery planning.
- Designs, documents, implements, and tests LMRS systems; develop strategies for maintaining LMRS infrastructure. Develops, documents and tests interoperability plans and security.
- Coordinates and performs installation, replacement, modifications, troubleshooting, upgrades and problem-solving activities on LMRS hardware and software, servers, and components.
- Performs programming, basic troubleshooting, and repairing VHF, UHF, 7/800Mhz radio systems, repeaters, base stations, land mobile radios, dispatch consoles, links, towers, antenna systems, P25 compliance, and transmission sites.
- Performs critical fault isolation on LMRS hardware and software to minimize communication outages. Prepares and provides procedures for radio communications system operation. Develops and maintains emergency response operations plans and event planning.
- Assists in short- and long-term strategic planning to meet LMRS requirements.
- Identify opportunities for implementing best management practices and/or redesigning existing processes to maximize internal performance efficiency.
- Performs specialized departmental tasks and duties, as required or assigned.

Knowledge, Skills and Abilities

The position requires a proven and comprehensive knowledge of requirements, practices and methods of radio communications, maintenance and system management; electronic communications including digital computer communications systems, telecommunications and support equipment; principles, capabilities, and operation of telecommunications systems, including voice and data transmission over VHF/UHF radio; 700Mhz radio, microwave/multiplex point-to-point service, and fiber optics. The position requires knowledge of preventative maintenance procedures for radio communications equipment, computers and peripheral equipment including programming of subscriber units and analyzing non-functional equipment. Must have a working knowledge of federal, state, and local regulations relative to installation and operation of communications/ telecommunications systems; management practices and procedures; information systems related terminology; communications security and privacy techniques; a proven ability to formulate policies or other projects in written format and to make effective oral presentations; must have a working knowledge of business software/systems relevant to the position; ability to prepare related reports and recommendations; ability to establish priorities and meet deadlines; ability to establish and maintain effective working relationships with elected officials, colleagues, and the public.

Education and Experience

Bachelor's Degree from an accredited college or university in radio frequency/electrical engineering, or other closely related field is preferred. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements. Experience in the design, installation and maintenance of radio communications systems and equipment, or an equivalent combination of training, education and experience which demonstrates the ability to perform the duties of the position.

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
Ability to successfully pass a background examination equivalent to a law enforcement officer standard.

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Hiring Salary Range \$44,842 - \$65,000 (depending on qualifications)

Application packets may be picked up in the County Administrator's Office located at 112 West Main Street, Orange, Virginia 22960; or downloaded from the County website: orangecountyva.gov. The position is open until filled. EEO