

Wood County Position Description

Name:		Department:	Communications
Position Title:	Communications Coordinator	Pay Grade:	9 FLSA: E
Date:	September, 2005	Reports To:	Emergency Management Committee

Purpose of Position

The purpose of this position is to establish and maintain radio communications infrastructure and systems used by governmental public safety agencies within the County. The work is performed under the direction of the Emergency Management Committee and in close coordination with several County Departments and Users.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Determine current and future communications needs of Wood County and related users and design the communications infrastructure and systems to meet those needs.
- Implement plans, installations or modifications to meet County infrastructure needs.
- Assist County departments and other agencies with planning and implementation for renovating and/or replacing radio communications systems. Perform duties as project manager as required.
- Repair and maintain County-owned communications systems and equipment (including County squad car emergency equipment).
- Perform a variety of routine administrative tasks including invoicing, scheduling, data entry, correspondence, etc.
- Perform duties as Network Manager relative to the Trunked Radio System.
- Assist with development of specifications for procurement of communication systems related equipment.
- Prepare annual Communications department budget and Capital Improvement Plan. Assist other County departments with budget estimates for communications equipment purchases.
- Develop and/or assist with development of operating procedures.
- Prepare license applications and assist with renewals for all County Public Safety Agencies communications systems.
- Develop and update Communications and Warning Annexes of the County's Emergency Warning Plans.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Act as County liaison in matters before the Federal Communication Commission (FCC).
- Perform duties as required during disaster situations as outlined within the Communications and Warning Annexes.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Electronics and a minimum of five years experience with radio communications systems is required. Knowledge of Doppler radar; three years electronic technician in communications systems; or any combination of education and experience that provides equivalent knowledge, skills and abilities is beneficial. Certified Electronics Technician certification or equivalency with radar certification is required. A valid Wisconsin motor vehicle operator's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as billing statements, invoices, budget statements, communication systems license applications and renewals, FCC rules, activity reports, equipment specifications, purchase requisitions, time cards, computer software operating manuals, equipment repair manuals, maps, non-routine correspondence and computer languages.

Ability to communicate orally and in writing with emergency service personnel, County department heads, dispatch personnel, County Supervisors and vendor representatives.

Mathematical Ability

Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as managing, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments and if necessary, repairs, such as computer terminals and ancillary equipment, service monitors, fax machine, a variety of hand tools, mechanic's tools, soldering equipment, electronic diagnostic equipment, hydrometer emergency generators and motor vehicle.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and electronic equipment repair.

Ability to work with and understand computer programs and languages (i.e., Windows 9x, DOS, Linux/Unix, Word, Excel, Access, Dynamics, Citrix, Groupwise, Netscape, Microsoft Explorer Compulert, RFCad, UCPro, NMT Management), and a myriad of other radio programming software as well as software for obtaining pricing and/or part numbers or descriptions).

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Ability to maintain prolonged visual concentration.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing (towers up to or over 160 feet), stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Environmental Adaptability

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, machinery, electrical currents, traffic hazards and/or storm conditions can cause discomfort and where there is a risk of injury.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date