

SHAWNEE COUNTY, KANSAS

Position Description Radio Network Administrator

POSITION NUMBER: SH1510A

FLSA STATUS: N

POSITION DESCRIPTION

Under limited supervision, this position serves as the primary technical authority for Shawnee County Emergency Communications Center (SCECC) emergency communications infrastructure. This position is responsible for supervising and performing the installation, implementation, and maintenance of digital and analog, radio (RF) and non-RF public safety communications systems for Fire, Police, Sheriff, and other City/County agencies. The Radio Network Administrator (RNA) supervises and trains SCECC technical repair staff, develops comprehensive technical training programs to ensure operational continuity, and serves as the technical project lead for communications-related Capital Improvement Projects (CIP). Manages repair/maintenance parts inventory, maintains FCC licensing, and ensures compliance with all applicable laws and regulations pertaining to public safety communications systems. Performs other duties as required. This position reports to the SCECC Director.

WORK PERFORMED

- 30% Service Staff Supervision & Development.** Supervises department staff with respect to accountability for performance, discipline, development, evaluations, and other personnel related functions. Responsible for continuous onboarding, training, and knowledge transfer to subordinate technical personnel to ensure long-term agency redundancy. Instructs staff on proper completion of assigned tasks and inspects work to ensure project completion and proper procedures.
- 30% System Management, CIP Execution & Documentation.** Primarily responsible for monitoring system operation, managing radio IDs, aliases, and generalized system management. Serves as the primary technical liaison and project manager for major infrastructure upgrades and Capital Improvement Projects (CIP). Develops and implements maintenance plans, standard operating procedures, and communications plans following FCC rulings.
- 20% Radio Programming Support, Installation and Testing.** Creates codeplug programming templates, programs subscriber units, tracks radio performance with service monitors, and ensures system reliability. Installs base and mobile communications equipment conforming to Motorola's R56 safety and standards. Performs functions associated with the installation, programming, maintenance, and repair of PCs, servers, radio equipment, consoles, and networking equipment specific to Emergency Communications.
- 10% Part 90 FCC Communication License Management.** Maintains and processes the necessary FCC station and system licenses and performs all required FCC frequency testing for all County agencies.
- 10% Budget/Inventory.** Formulates budget development and monitors expenditures for the Shawnee County P25 trunked radio system, managing operational funds while advising on distinct CIP funding requests. Develops and monitors inventory control procedures and conducts semi-annual audits.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Effective leadership skills.
- Human resource management, including hiring practices, disciplinary procedures, terminations, etc.
- Radio communication implementation – simplex, repeated and P25 operations.
- Public Safety communications, criticality of operations, and CJIS rulings
- FCC rules and regulations, including Part 90.
- Use of two-way radio equipment.
- Radio Trunking fundamentals and differences between frequency, channel, and talk-group.
- Shawnee County infrastructure and equipment.

Shawnee County Position Description

Radio Network Administrator (SH1510A)

- Tools and skills associated with maintaining personal computer systems, networking, and data transport equipment.
- Enterprise-level servers, virtual server environments (Linux/Windows), and Microsoft OS/Office Suite.
- Advanced electronics, radio communications servicing, and installation.

Ability to:

- Plan and direct the work of others.
- Communicate effectively, both orally and in writing, using the English language.
- Troubleshoot and repair of trunked Motorola P25 digital radio communication equipment.
- Collect the needs of law enforcement, fire, EMS, and other users and implement communications solutions.
- Arrange and attend meetings with officials from Shawnee County departments and outside agencies.

Skill in:

- Providing leadership and direction to employees.
- The use of computer software and applications.
- Working with small hand tools and power tools.
- Research and diagnostics of complex networking issues; troubleshooting.
- Good communication skills, with an emphasis on maintaining good customer relations.
- Advanced troubleshooting and technical research.
- Developing advanced communications plans with multiple logistical and technical factors.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending		X			High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights		X		
Throwing		X			Lifting-50 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position		X		
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards		X		
EYES					Walking		X			Slippery Surfaces		X		
Near Vision				X	Standing		X			Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer
Printer
Photocopier
Telephone
Office Furniture
Fax Machine

Hand Tools
Cable Testers
Soldering Irons
Radio Equipment
Analog/Digital Radio Test
Platform

Spectrum Analyzer
Power Supplies
Over the Air RF Alignment
Analyzer
Cable Analyzers
County Owned Vehicle

Shawnee County Position Description
Radio Network Administrator (SH1510A)

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- One (1) year of experience in public safety communications and/or field operations of emergency response.
- One (1) year technical training, education and/or experience in the installation, maintenance and repair of personal computer systems, networks and equipment.
- No felony convictions.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at-fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Technology, Electrical Engineering, Telecommunications, or equivalent military/professional experience.
- Three (3) to five (5) years of progressively responsible experience in land mobile radio (LMR) systems and RF communications.
- Demonstrated experience managing a digital Motorola P25 trunked radio system (TRS).
- FCC General Radiotelephone Operator License (GROL) or equivalent industry certification (e.g., ETA).

SPECIAL REQUIREMENTS

- Required to pass a background investigation, pre-employment physical/drug screen, and a review of driving record.
- Required to be subject to rotation on-call scheduling.
- Required to work in all-weather environments during system critical outages.
- Required to lift fifty (50) pounds.
- Ability to accurately distinguish color-coded signals, indicators, labels, maps, wiring, chemicals, or safety warnings necessary to perform the essential functions of the position, with or without reasonable accommodation.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/05

Revision History: 10/26