

**SUMMIT COUNTY – AKRON REGIONAL 800 MHz RADIO SYSTEM
POSITION DESCRIPTION**

TITLE: RADIO SYSTEM ADMINISTRATOR

REPORTS TO: SYSTEM OWNERS

SALARY: Salary negotiable either as Independent Contractor or Public Employee

General Summary:

The Radio System Administrator (RSA) is responsible for the existing Summit County-Akron Regional 800 MHz Radio System (System). The over-arching responsibilities are designed with the intention to provide a regional radio system that performs reliably, effectively and efficiently. Responsibilities broadly include daily oversight; monitoring, maintenance & repair coordination; short & long-term planning; contract & budget management; policy & procedure development; and supporting the System's users.

Application Deadline: Please send resume by February 15, 2010 to:
Mr. Leonard Foster
Director of Human Resources
175 South Main Street – Suite 103
Akron, Ohio 44308

Responsibilities:

- Serves as point of first contact with System issues.
- Coordinates and oversees work performed by vendors and system technical staff.
- Develops System-related policies and guidelines.
- Implements and maintains the System configuration, data base, and networks.
- Prepares and manages System annual budget.
- Develops long-range budget.
- Represents System with potential users.
- Coordinates the licensing of the Summit County Regional Radio System frequencies.
- Makes periodic reports to Owners, SCEMEC, and System Administrative Committee.
- Supervises staff as assigned by Owners.
- Performs duties as assigned by the Emergency Management Executive Committee.
- Stays current with trends and developments in communication issues and systems.
- Negotiates and manages contracts for Users and prospective users.
- Negotiates and manages contracts with vendors as required.

Responsibilities continued:

Mitigates System issues.

Works with the State of Ohio MARCS radio system.

Serves as liaison with state, regional and local boards regarding interoperability issues.

Maintains accurate frequency licensing with the Federal Communications Commission.

Evaluates and monitors System performance and recommends changes where indicated.

Assists with meeting operational objectives.

Manages the SmartZone data base and assigns system I.D.'s and alias's for all subscribers, talkgroups, Gold Elite consoles, logging recorders and other infrastructure related requirements.

Prepares reports regarding System activity, channel activity, emergency activations, etc.

Consults with User communities on equipment costs, features and functionality.

Maintains internal database for user community invoices.

Supports the development and maintenance of Summit County Tactical Interoperable Communication Plan, System Continuity of Operations Plan, & Field Operations Guide.

Oversees the configuration and planning for partial and catastrophic System failure.

Coordinates Periodic System Testing.

Attends meetings and training that often require travel.

Makes public presentations

Works Closely With:

System Owners

System's Contracted Users

System Administrative Committee

City of Akron Communications Manager & Staff

Summit County Emergency Management Executive Committee

Summit County Emergency Management Agency

Summit County Office of Public Safety

State Interoperability Executive Committees

Regional & State Radio System Counterparts

Office of Emergency Communication (OEC)

Communication Center Supervisors

Minimum Qualifications:

At least ten years of managerial experience in public safety, first response, and or emergency management, public safety communications, or radio system management.

Bachelors Degree in Public Safety Administration, Emergency Management, Public Administration, or related field (experience may be considered as substitute).

Proven ability to organize and manage large projects is a must.

Experience with the installation, implementation and ongoing maintenance of a multi-site 800 MHz trunked radio system.

Must be or become proficient with sub-systems, microwave technology, and infrastructure used in the System.

Currently required NIMS courses must be completed within the first year of employment.

Experience with Motorola Smart Net/Zone trunked radios systems and managing an 800 MHz radio system preferred.

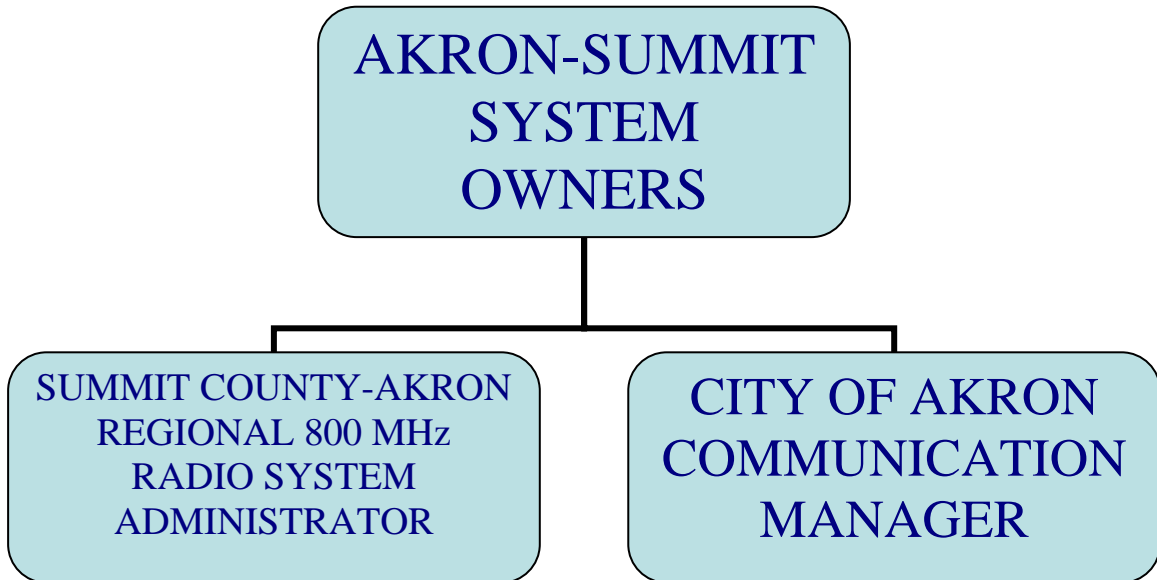
Field experience in Law Enforcement or Fire-rescue operations preferred.

Experience working with local leaders (in a home-rule environment) on regional/cooperative projects preferred.

Familiar with State & National Communications Interoperability Plans

Familiar with grant funding sources and grant-writing process desired.

System Relationship Exhibit



Radio System Administrator

System Liaison—first point of contact
System Configuration Management
User Database Administration
Service Agreement Management
User Contract Management
Training Program Oversight
System Maintenance Oversight
Repair Oversight
System Inventory Oversight

Radio System Communication Manager

Maintenance & Repair—first point of contact
Site Maintenance Management (outside of service agreement)
Repair Management (outside of service agreement)
User Database Management
System Inventory Management
Limited User Technical Support