

PROMOTIONAL OPPORTUNITY FOR CURRENT CHAUTAUQUA COUNTY EMPLOYEES ONLY!!!

COMMUNICATIONS SYSTEMS COORDINATOR

Chautauqua County Office of the Sheriff

1 Full-Time position @ 40 hours/week

Salary Range: \$36.53 - \$48.70/hour

The Chautauqua County Sheriff's Office is looking to fill one (1) Full-Time Communications Systems Coordinator position to work out of the Mayville, NY office. A Communications Systems Coordinator is responsible for planning, coordinating and managing the activities necessary to implement and operate a countywide communications system. A person in this class assists the Office of the Sheriff and other agencies in planning, program design, and implementation. Work is performed closely with municipal, county, state and federal public safety agencies in their participation in a radio communications system. General direction is provided by higher ranking staff of the Office of the Sheriff. Considerable leeway is allowed for the exercise of independent judgment. Supervision is exercised over staff assigned to work projects and maintenance. Thorough knowledge of the regulations, capabilities and limitations of various types of mobile radio communications equipment and the techniques and terminology employed in their operation is required. Does related work as required.

Typical Work Activities:

- Oversees the implementation, operation and management of a countywide radio communications system used by the County, municipal police, fire, and emergency medical services agencies;
- Provides technical direction and oversight for communications project implementation and maintenance;
- Acts as the lead member of a planning and design team consisting of representatives from town, village, state, federal or municipal entities who interact with the Sheriff;
- Manages coordination of work scopes and requests for proposals concerning the purchase of 911 and radio system equipment, maintenance and repair of equipment and for other services required to provide reliable 911 and radio communications;
- Develops short- and long-term plans and strategies for 911 and radio communications interfaces, which includes preparation of annual operating and capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award;
- Oversee and reviews: work logs, work completed and pending;
- Reviews activity and financial reports related to billing and communications system operations, shop inventory records of parts and equipment;
- Coordinates project activities between governmental agencies, consultants and equipment vendors;
- Directs, monitors and ensures performance of contractors assigned to communications systems work;
- Develops and maintains Public Safety/Service Communications Standard Operating Procedures (SOP) and Memorandum of Understanding (MOU) that are National Incident Management System (NIMS) compliant;
- Generates documentation and reports required in the planning and implementation of a communications system including charts, graphs and drawings;
- Develops, updates, and maintains paper and computerized files, records and databases for radio communications systems;
- Operates training software and assists in troubleshooting software issues;
- Designs and assists with the design of database forms and reports, assist with server support, computer installation and troubleshooting mobile data and GPS connectivity issues;
- Manages emergency support communication functions when the Chautauqua County Emergency Operations Center (EOC) is activated;
- Serves as the "on call, first line of defense" for technical issues and problems;
- Reviews FCC data for county and fire department license expiration and takes action to renew and file applications.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Permanently employed in the competitive class in the Chautauqua County Office of the Sheriff and must be serving or have served continuously on a permanent basis as a Senior Communications Technician for two (2) years or as a Communications Technician for four (4) years immediately preceding the appointment or the examination.