

YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)

Equal Opportunity/Affirmative Action Employer

EMPLOYMENT OPPORTUNITY:

RADIO SYSTEMS ADMINISTRATOR

SALARY: \$5270.29 – \$6470.53 Monthly / \$63,243.45 - \$77,646.36 Annually

Final Filing Date: *Open until filled*

The Position:

This permanent-full-time position is responsible for supporting radio communications systems and perform highly skilled work in the selection, installation, maintenance and repair of a wide variety of electronic radio and digital communications equipment for Yolo Emergency Communications Agency.

Essential Types of Duties:

- Responsible for the planning and design of the county wide radio communications systems including, but not limited to, those used by County and municipal police, fire and emergency medical service agencies, and supervises implementation, maintenance, and operation of these systems.
- Analyze radio communications systems problems and needs (e.g. interference, intelligibility, clarity, etc.) to determine the most appropriate means of reducing, eliminating, and/or avoiding current and future problems and improve communications.
- Acts as lead liaison between agency, users, contractors and vendors for system repair and/or enhancements. Coordinates and implements corrective measures.
- Responsible for the resolution of radio connectivity issues and maintain radio connections.
- Responsible for the development and implementation of preventative maintenance checks for all radio components in the system.
- Assists in the design modifications to systems or equipment to meet present and future operating needs.
- Investigates complaints about system activities to determine quick and effective resolutions.
- Responsible for keeping informed of FCC requirements and ensures that these requirements regarding licensing, operating, and technical performance of radio equipment are met.
- Stays current on emerging networking/communications technologies.
- Provides oversight regarding the development and implementation of project plans.

Compensation Package:

10 days vacation (increases with longevity)
10 paid holidays plus
32 hours floating holidays
12 days sick leave
PERS Health Insurance benefits
Dental insurance
Vision plan available
PERS 2% @ 55 retirement. Both the employee share and the agency share are paid by the agency
Life Insurance

Employment Standards:

Education and Experience:

Any combination of education and experience that would provide the knowledge and skills listed. Typically, equivalent to a two year college course in communications or electronics and a minimum of five years experience in the public safety radio and communications area, extensive knowledge and understanding of two-way radio theory and communications systems experience performing radio system design to include administration, installation, maintenance and quality assurance.

Knowledge of:

This position requires thorough knowledge of fundamental wireless and radio principals; current and legacy wireless and radio technologies and products, radio system design, implementation, and operation practices; knowledge of the principles of complex mission-critical system; knowledge of the needs and requirements of government (particularly with regard to public safety) wireless and radio system users. A good knowledge of FCC rules, regulations and licensing procedures.

Abilities:

Must be able to analyze situations and data, and develop logical conclusions and solutions to problems; recommend radio system and equipment changes or modifications; negotiate with vendor companies regarding service costs and changes in service; plan and organize large projects requiring coordination with several agencies. Must be able to analyze and evaluate the immediate and long range needs of the agency and its independent users and develop the most effective program or solution to meet those needs. Ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

Physical Requirements:

Bending, stooping and stretching in order to move, unpack or install systems include lifting boxes or equipment weighing approximately 20 - 30 pounds as required by the assignment.

Employment Information

To review an application packet and supplemental questionnaire and application packet, please visit our website at:

www.yeca911.org

22108

To request an application packet and supplemental questionnaire be mailed to you please contact:

YECA
35 N. Cottonwood Street
Woodland, CA 95695
Job Line: 530.666.8925
Business Number: 530.666.8900

Completed applications, resumes and supplemental questionnaires must be submitted to the address above.

To be considered for this career opportunity interested applicants must submit a YECA application, resume and supplemental questionnaire. Resumes will not be accepted in lieu of a completed application.

Offers of employment are conditioned on successful completion of a background investigation consisting of a credit check, DMV check, Department of Justice – Bureau of Identification fingerprint check, as well as a psychological evaluation and medical examination.

YECA is committed to maintaining a drug and alcohol free workplace. As a condition of employment, applicants are required to undergo and pass drug and alcohol testing prior to employment.

NOTE:

The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change.