

City of Portland

**CLASS SPECIFICATION**  
**COMMUNICATIONS SYSTEMS ADMINISTRATOR**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Manager or other management-level position. Under general direction, responsible for overseeing the design, acquisition, modification, and management public safety emergency radio communications systems and associated networks, facilities, and equipment.

Responsibilities include: planning, creating, implementing, organizing, and monitoring public safety emergency radio communications systems operations; managing emergency communications systems projects; ensuring quality and efficiency of equipment and operating systems; evaluating system performance; administering and delivering radio communications assistance and services.

**DISTINGUISHING CHARACTERISTICS**

Communications Systems Administrator is a supervisory-level classification.

Communications Systems Administrator is distinguished from Emergency Communications Systems Administrator in that the former supervises planning, design, acquisition, installation, and maintenance of radio communications systems and the latter manages business systems for regional multi-jurisdictional emergency communications systems and applications.

Communications Systems Administrator is distinguished from Communications Engineer II in that the latter performs professional and technical engineering functions in the planning, design, acquisition, installation, maintenance, and repair of radio communications systems while the former supervises and manages planning, design, acquisition, and installation of radio communications systems.

Communications Systems Administrator is distinguished from the Supervisor series in that the former is responsible for supervising staff and contractors engaged in the design, installation and maintenance of the public safety emergency radio system, and requires specialized knowledge and experience.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Plan, organize, and oversee the development and operations of public safety emergency radio communications systems, including system design and acquisition, modifications, installations, reconfigurations, troubleshooting, maintenance, and repairs.
2. Define operating requirements for communications systems; develop short- and long-range plans for the efficient utilization of existing communications systems.
3. Oversee research and evaluation of new communications systems technologies, methods, and equipment and make recommendations; forecast current and future communications systems requirements; assist in the purchasing and acquisition of equipment and supplies.
4. Ensure professional customer service is provided to customers; work with users, engineers, technicians, project managers, and vendors to provide communications systems and programs to

meet user needs; implement improved business practices to provide timely and comprehensive services.

5. Perform and oversee cost and service comparisons for alternate systems; participate in studies to evaluate alternative systems; critiques system performance and results.
6. Participate in State and regional boards and committees to support Public Safety radio operations and interoperability.
7. Administers and monitors contractors' services for maintenance and repair of communication systems.
8. Supervise staff; conduct training; develop and monitor employee work plans; schedule and assign work to staff; provide leadership; create a positive and supportive work environment.
9. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
10. Assist with the oversight related to performance requirements and personal development targets for staff; provide instruction for performance improvement and development; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
11. Monitor and review unit programs and projects, evaluate performance, identify opportunities for improvement, and assist in the development and implementation of new tasks and responsibilities.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Manager or other management-level position.

Directly supervises a minimum of four (4) employees, including Communication Engineer positions.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of principles, processes, and equipment used in installation, reconfiguration, maintenance, and repair of complex simulcast radio communications systems
2. Knowledge of principals and theories of electricity, electronics, and computer hardware design as they relate to the design, operation, installation, and maintenance of radio communications systems and facilities.
3. Knowledge of the principles and practices of employee supervision, including training, scheduling, managing, evaluation, and leadership and communication skills.
4. Knowledge of safety standards and codes, and the ability to develop, implement, and monitor safe work programs and methods.
5. Knowledge of and ability to apply relevant statutes, regulations, and policies relevant to the organizational unit, including those pertaining to the development, construction, installation, and repair of emergency radio communication systems.
6. Knowledge of communications systems equipment acquisition, including specification preparation and writing, bidding, review processes, and purchasing principles and practices.
7. Ability to understand, evaluate, and translate the needs of emergency radio communications users into system requirements.
8. Ability to supervise and direct a diverse staff of technical and non-technical personnel.
9. Ability to establish and maintain effective working relationships with Bureau/Office staff and others encountered in the course of work.
10. Ability to communicate effectively, both verbally and in writing; provide professional customer service.
11. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to utilize City-specific technology and general office software.

13. Ability to make independent and logical decisions within established policies and procedures that guide the daily operations of the organizational unit and work of staff.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university, in electrical engineering, computer engineering, electronics, or related field;

AND

**Experience:** Six (6) years of experience in communication operations, maintenance, or repair, including two (2) years in a supervisory role.

**Special Requirements and/or Qualifications:**

None.

**Preferred Qualifications:**

A valid state driver's license.

Networking Certification.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: