

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505560
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006369	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006380 Telecommunications Network Manager 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	On behalf of Telecommunications Network Manager 1, manages ongoing duties incumbent with statewide Multi-Agency Radio Communications System (MARCS), responsible for over 210 geographically dispersed radio tower sites (e.g., leasing, purchasing, maintenance, repair, replacement): ensures ongoing compliance with all local, state & federal regulations (e.g., FAA & FCC compliance); serves as program contact, coordinator & controller of contracted services ensuring 24/7 optimized performance of towers; oversees & directs work of internal MARCS tower monitoring, maintenance & repair staff; serves as liaison with Ohio Attorney General's Business Council section in ongoing lease, acquisition, & divestiture of both tower infrastructure & properties where towers reside; oversees MARCS Enterprise/Infrastructure Inventory, Inventory Control and Related Items; supervises support staff (e.g., approves leave, initiates discipline, evaluates performance).	Knowledge of (1) telecommunications network systems; (2) cellular-type tower construction, maintenance, repair & demolition; (3) management of industrial generator maintenance, repair & replacement; (4) supervision; (5) business management; (6) human relations; (7) agency policies & procedures*; (8) budgeting techniques, implementation, monitoring & close-out; (9) interpersonal communication techniques; (10) labor relations; Skill in (11) operation of personal computer & associated systems software (e.g., Microsoft Office Suite, MS Project*); Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) comprehend variety of technical materials & manuals; (14) communicate in writing & orally regarding technical & non-technical matters, (15) ensure 24X7 response to system tower-related issues; (16) comprehend & record figures accurately.
40	Manages and insures effective implementation of statewide interoperability training for all levels of public safety first responders in all phase of interoperable communication concepts, technology background, and actual operations; oversees end user training for first responders; plans, coordinates and implements training for federally (FDHS) mandated Communications Unit Leader (COMM-L) training; serves as statewide liaison for the Ohio Statewide Interoperability Executive Committee (OSIEC) in all matters related to interoperability for first responder training; delivers training to senior executive level recipients as needed	Knowledge of 1, 5, 6, 9 (17) public speaking, (18) National Incident Management System (NIMS) policies, procedures, rules & regulations*, (19) NIMS Communications Leader (COM-L) requirements & duties*; Skill in 11 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: 20006360 Program Administrator 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/15/11
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POSITION NUMBER
20006369

JOB CODE TITLE
Program Administrator 3

JOB CODE
63124
apd 12/9/11 [unclear]

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	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006380 Telecommunications Network Manager 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
10	Performs other related duties as assigned: assists in preparing & monitoring performance against budget; acts as backup for MARCS personnel issues; attends meetings on behalf of Data System Administrator &/or Telecommunications Network Manager 1 as assigned; reports to scenes of incidents requiring real-time interoperable communications for all responding agencies & personnel 24/7.	Ability to 12, 13, 14, (20) transfer NIMS Com-L knowledge to student trainers; (21) handle sensitive contacts with public & governmental officials; (22) prepare & deliver speeches before specialized audiences; (23) manage statewide training programs addressing specialized NIMS requirements; (24) oversee classroom trainers to ensure highly specialized COM-L & other NIMS-based training is properly transmitted to students. Knowledge of 5, 6, 7, 9 Skill in 11 Ability to 12, 13, 14, 16, 21		
JOB CODE 63124	List Position Numbers & Job Titles of Positions Directly Supervised: 20006360 Program Administrator 2		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 12/15/14	

JOB CODE TITLE
 Program Administration 3

add 12/19/11 *per*