

# COMMUNICATION SYSTEMS MANAGER

## Milwaukee Police Department

**THE PURPOSE** of this position is to manage and direct the operations, maintenance, repair, installation and upgrading of radio communications systems utilized by Police, Fire and Public Works Departments. Further, this position designs, proposes, implements, integrates and assists in new wireless communications systems for City-wide utilization. As the Manager of the Communications Maintenance Division, this person is responsible for radio communications infrastructure and equipment valued at more than \$22 million. This position also maintains and ensures FCC frequency license records and currency of licenses.

### **ESSENTIAL FUNCTIONS:**

**35%** Radio Communications Infrastructure Delivery. Manage all radio communications and wireless data systems within the City of Milwaukee. Set standards for the installation, maintenance, repair and modification of wireless infrastructure. Maintain FCC frequency license records and ensure that the Department licenses are current.

**25%** Radio Interoperability. Define and design methods and systems to allow disparate radio systems to communicate amongst each other. Interact with local, State and Federal agencies to determine interagency information sharing requirements. Constantly refine and modify interoperability infrastructure to improve exchange of information. Shepherd changes in Federal radio rules, regulations, and procedures to allow better utilization of radio spectrum for interoperability.

**20%** Next Generation Technology. Maintain active participation with various radio industry groups to keep abreast with new and emerging wireless technologies. Design and implement pilot projects to demonstrate advances in the radio field. Maintain involvement with user groups to steer and direct future communication capabilities towards achievable goals.

**20%** Section Administration. Manage the efficient operation of the Communications Systems Section to deliver expected services. Manage the budget of the Communications Systems Section. Develop replacement cycles for all equipment and systems. Draft technical specifications for bids and Request for Proposals. Develop new procedures to address changing radio infrastructure and user expectations. Define and implement procedures and standards to assure employees attain consistent, goals and results. Responsible for employee safety and compliance with applicable OSHA regulations.

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Electrical Engineering, Electronic Technology or a closely related field.
2. A minimum of five (5) years progressively responsible experience in the management and oversight of large scale IP based communications systems.
3. A minimum of two (2) years experience installing, repairing and maintaining wireless communications and ancillary equipment.

NOTE: *Equivalent combinations of education and experience may be considered.*

4. Possession of a valid General Class or higher Federal Communications Commission Radio Telephone Operator's License within one year of appointment.
5. Valid Driver's license at time of appointment and throughout employment.
6. Residence in the City of Milwaukee within six months of appointment and throughout employment.
7. Required to respond to calls for emergency service (system failure) after hours.

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

- Demonstrated superior knowledge and understanding of radio communications systems and their interaction with subsystems and users.
- Demonstrated ability to manage projects successfully.
- Demonstrated understanding of WAN and LAN technologies.
- Strong knowledge of radio interference causes and resolutions.
- Strong computer skills including word processing, database utilization and equipment programming.
- Strong written and oral communication skills
- Effective interpersonal skills; the ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff, City officials, other departments and agencies, and other police personnel.
- Strong problem solving, planning, organizing, management and supervisory abilities and skills.
- Ability to perform the physical functions of the position.

(continued)

**COMMUNICATION SYSTEMS MANAGER**

**CURRENT SALARY GRADE (PR 009)** is \$60,809 to \$85,129 annually with excellent benefits.

*Appointment is normally at the beginning of the range.*

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **October 29, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202, or by calling (414) 286-3751.