

COMMUNICATIONS AND NETWORK ADMINISTRATOR

SUMMARY Under general direction manages a citywide communications network including voice, data, video, and radio networks. Assists in the preparation of the Communications budget and the expenditure of approved funds. Maintains and supports a variety of 450/700/800MHz RF, wireless, cable, and fiber optic network platforms. Establishes rules, procedures and division standards. May supervise personnel as required.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined by the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in hierarchical order)*

1. Administers citywide communications networks that includes integration of all voice, data, and video communications over a variety of medium including copper, fiber optic, microwave, 450/700/800MHz public safety radio communication systems, and other wireless communication devices.
2. Install, configure, administer, integrate, analyze, maintain, troubleshoot, repair, patch, upgrade, backup, protect, secure, and document all facets of the City's physical and virtual voice, data, public safety radio, and video communication systems.
3. Analyzes network-related problems regarding end user performance and takes appropriate corrective action.
4. Assures appropriate network connectivity, security and data integrity procedures are implemented.
5. Maintains the operations of a citywide public safety 700/800 MHz radio communication system. Coordinates the connectivity and utilization between other public safety agencies.
6. Develops technical and operations procedures for access and connectivity to the public safety radio system and City networks.
7. Identifies and performs needed assessments pertaining to the communication and networking requirements of the department, in consultation with directors and system users.
8. Ensure annual inspections of the City's communications towers are completed and documented.
9. Ensure annual retuning of radios and proper inventory of equipment.
10. Directs and supervises professional, technical, and clerical personnel in the support of the telephone, computer systems, public safety radio, and networking operations.
11. Maintains and implements current federal, state, and local government and regulatory agencies requirements including FCC licensing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of electronics and communications; including both analog and digital 700/800 MHz trunking public safety radio systems, voice, data, and video theory, design, and installation.
- Knowledge of voice and data communications, networks and analog and digital RF technologies.
- Knowledge of computer hardware and software on multidimensional platforms including application management, programming applications, and client-server/networking communications.
- Knowledge of the sources of information and current developments in voice, data, video , and 700/800 MHz RF public safety radio and network technologies.
- Knowledge of electronics theory and application.
- Skills in project management, systems analysis, planning and organizing.
- Ability to supervise and direct the work of professional, technical, and clerical personnel.
- Ability to communicate effectively, orally, and in writing with all levels of management and external agencies to coordinate and implement departmental and citywide communication systems and applications.
- Ability to diagnose and resolve complex technical problems.
- Ability to establish and maintain effective working relationships with end users, administration, and vendor representatives.
- Ability to evaluate training needs and objectives.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major computer science, mathematics, or business information systems; with a minimum of five (5) years work related experience in communications and/or MIS, or any equivalent combination of training and experience. A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.