

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Deputy Director Wireless Communications**

**Department: Fire**

**Pay Grade: GS.12**

**Supervision Received From: Dir. Wireless Communications**

**FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established Date: 6/29/07**

**Revision Dates: 4/1/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for managing all aspects of the City's regional public safety radio network operations including design, implementation, troubleshooting and documentation. Responsible for ensuring stability, availability and security of the City's regional public safety wide area radio network, microwave radio network and land mobile radio infrastructure.

Duties include developing and managing the department's yearly budget, coordinating with outside vendors, coordinating with internal and external city, county, and state agencies on procurement matters; ensuring cost effective use of City resources; setting direction; providing guidance; ensuring opportunities for development for a team of radio network analysts, engineers and technicians. Work requires limited supervision and the use of independent judgment and discretion.

### **SERIES LEVEL:**

The Deputy Director is the fourth level of a five-level radio network series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Responsible for the effective and efficient management of the Mobile Communications, procuring, installing and maintaining all public safety radio network hardware and software and all other products and supplies necessary to keep the Regional Public Safety Radio Network operable and to fulfill requests for support with our regional and state partners and departments.

Fill in for the Director in his abstinence as the network manager for the Regional Radio Network which includes meeting with internal management, elected officials and system users concerning operational performance and capabilities; preparing system performance and usage reports; assisting users with training and operations of applicable systems; maintaining direction within a multi-jurisdictional/differing governmental structured region consisting of multiple governmental agencies and performing other related activities.

Assists in the management of projects impacting the operation of the Regional Radio Network and Homeland Security District Communications including capital projects; conducts research and recommends new communication technologies.

Create, maintain and enforce written policies and procedures regarding all Radio Network operations within the city and with regional partners.

Aggregates and reviews data to determine quality of service, productivity, quality of output and cost of service to taxpayers.

Develops methods to continually improve results. Provides input and manages the department's annual budget.

Manages the day-to-day activities of applicable division sections which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Analyzes and reviews current network infrastructure and design for future needs, projects, security and technology relevance.

Oversees the stability, availability and security of network environments, ensuring appropriate recovery and redundancy mechanisms are in place.

Assists in researching new technologies and makes recommendations regarding design parameters.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Compiles, develops and writes new equipment specifications; meets with manufacturers and vendors concerning technological developments involving vehicles, tools and other equipment and attends equipment bid openings.

Provides technical expertise and guidance to employees and contractors, ensuring compliance with applicable contract terms and conditions.

Represents the City and/or the Division, in the absence of the Director at a variety of internal and/or external meetings, public events, and training sessions, on committees and/or other related events in order to receive and/or convey information.

Performs the duties of the Director of Wireless Communications in his abstinence.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

## DEPARTMENT SPECIFIC DUTIES (if any):

### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, Business Administration or Business Management or closely related field and six (6) years previous radio network management experience of a medium to large network to include management of projects, resources, technology strategies, timelines, budget and employees or, ten (10) years of professional experience in land mobile radio, data communications, networking, troubleshooting and repair, supplemented by the necessary years of education/technical training in land mobile radio, and data communications from the Military or an accredited institution for a total of four (4) years of education, training and/or experience.

### LICENSING AND CERTIFICATIONS:

Driver's License

### KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; RF communications theory and principles; advanced radio network principles and practices; public safety operating principles; vendor management principles; contract management principles; network programming principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures.

Skill in using logic and reasoning to identify alternative solutions or approaches to problems; the strengths and weaknesses of multiple options; how changes in conditions, operations and the environment will affect how the system will and should work; in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; using computers and related software applications; monitoring and maintaining inventory; planning, advising and resolving complex network issues; coordinating activities with outside vendors; ensuring cost effective use of City resources and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; communication with department administrators and other to develop proactive strategic technology plans for all affected areas of wireless communications.

### PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.