



## City of Prescott

### Employment Opportunity Announcement

### Technical Communications Manager

Pay Grade: 80 Pay Range: \$31.54 to \$44.15 DOQ/E plus benefits  
FSLA Status: Exempt (not eligible for overtime)

The City of Prescott, Arizona is seeking a dynamic, highly motivated, career oriented individual to fill a challenging position completing, testing and maintaining the Public Safety Radio Infrastructure System. This position will also include maintaining the Prescott Regional Public Safety Communication Center's equipment. The successful candidate will receive a competitive salary and benefit package and a rewarding career with opportunity for continued growth and advancement.

**Work Schedule:** The current schedule consists of five, 8-hour shifts, Monday through Friday.

**Training and Experience:** Experience equivalent to a Bachelor's Degree in Computer Science or related area and seven years of full-time Systems Manager experience for Communications Systems in a Public Safety environment. Must be experienced with CAD / ADSi software, Orbacom Dispatch console equipment, Daniel's and Motorola two-way radio equipment, Harris Microwave equipment, power supply and UPS equipment, MDC Modems and GPS Systems.

**Essential Duties:** Manage the overall operations of the Public Safety Radio/Microwave System to include planning, budgeting, construction, installation, maintenance, repair and the necessary modifications required to maintain an optimum Public Safety Communication System. Meet with Police and Fire Chiefs to determine user needs; assists with technical requirements and plan for new Public Safety technology. Assist the Prescott Regional Communications Center software technician with Computer Aided Dispatch (CAD) and Mobile Data Computer (MDC) support; provide technical support of in-service Communications equipment at the Center. Manage all City of Prescott Communications Tower sites including site maintenance, lease management, use compatibility and radio frequency to avoid interference problems.

**Knowledge and Skills:** Functional knowledge of modern radio systems including the City of Prescott's Public Safety simulcast system and all of the support equipment relating to said systems operability. Knowledge of FCC licensing requirement. Knowledge of Public Safety console, base station, repeater, mobile radio, portable radio, station alerting and paging system equipment maintenance. Knowledge of software and hardware manuals used in installation and maintenance of modern radio systems and digital and analog electronic test equipment. Knowledge and skill in troubleshooting technical and operational radio and communications problems and repairing identified issues, strategic planning methods and procedures. Knowledge of budget preparation, monitoring and administration. Skill in overseeing and performing systems analysis to meet clients needs. Skill in reading, understanding and interpreting technical manuals and maintaining effective working relationships with department heads, equipment users, vendors and the general public. Skill in preparing and administering budgets. Skill in assessing situations and acting in accordance with the particular level of urgency. Skill in written communications for administrative and technical purposes and in oral communication in one-on-one and/or group situations.

**Two Year Primary Scope Expectancy:** The selected candidate shall be expected to build and maintain the microwave infrastructure; build and maintain the simulcast Public Safety radio system; maintain and

provide preventative maintenance on radio and dispatch equipment; manage the narrowband upgrade project for the City of Prescott; install and maintain Mobile Data Computers as needed; assist with Dispatch Center software and hardware support; assist with regional interoperability and become qualified to function as the Communications Director.

If successful within the above scope within 2 years, the selected candidate will assume responsibility for the overall direction, leadership and supervision serving as the Director of the Prescott Regional Public Safety Communications Center.

**Physical, Hearing, Speaking and Visual Ability:** Sufficient to effectively and safely perform required duties. Applicant must be free from mental disorders which would interfere with performance of duties as described.

**Special Requirements:** Candidate of choice must pass pre-employment drug, hearing and truth verification tests; fingerprint and background investigation. Candidate of choice shall not have been convicted of a felony or any other offense that would be a felony if committed in Arizona; must possess a valid Arizona driver's license and reside within 45-minutes normal driving time of the Prescott Regional Communications Center, 216 South Cortez.

**Deadline: Applications must be received by 5:00 p.m. July 19, 2010.**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott, AZ 86303  
928.777.1315 928.777.1347 800.748.6205 TDD: 928.777.1100 Fax: 928.777.1213

**Email:** [personnel@cityofprescott.net](mailto:personnel@cityofprescott.net) **Visit our website at:** [www.cityofprescott.net](http://www.cityofprescott.net)  
EOE/MF/V/H/D/NSE Posted: July 6, 2010

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Paul Laipple, Director PRCC

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Jolaine Jackson, Human Resources Director

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.