

SNOHOMISH COUNTY JOB DESCRIPTION

RADIO SYSTEM PROJECT COORDINATOR

Spec No. 4078

BASIC FUNCTION

The primary duties of this class are to provide project coordination and assist in the preparation and oversight of project timelines, budget, and radio system development for the new Snohomish County Emergency Radio System (SERS). Responsibilities include assisting in the coordination of vendor efforts, maintenance of a joint project timeline, maintenance of project budget spreadsheets and equipment databases. Extensive vendor contact as well as user agency and public contact will be required in support of SERS project development. This is a time-limited, project position with an expected position lifetime of four (4) years.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist in the maintenance of project budgets using spreadsheet software.
2. Design and assist in the development of a joint project development timeline using a project management program.
3. Develop and maintain radio site and equipment databases.
4. Serve as contact with FCC Staff and maintain FCC license databases and supporting files.
5. Serve as a liaison between the SERS project and other public safety technical planning processes within and outside of Snohomish County (including E911 boards, communications center boards, the King County Regional Communications Board, the Western Washington Cooperative Interference Council, and other similar local, regional, and national organizations).
6. Serve as a liaison between the SERS project and vendor representatives.
7. Process vendor invoices and coordinate with Snohomish County Purchasing staff.
8. Assist in the preparation and maintenance of SERS Board binders and handouts.

MINIMUM QUALIFICATION

High school diploma. Additional education or work history totaling a minimum of four (4) years in a field which provided exposure to networking, computer, telecommunications, or wireless technologies. Demonstration of progressive responsibilities in work history. Clearly demonstrated exposure to use of software tools identified in required knowledge section. Must pass job related tests.

SPECIAL REQUIREMENTS/LICENSES

Possession of a valid Washington State Driver's License.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- extensive experience with project management, spreadsheet, word processing and database software.
- familiarity with wireless communications systems and technology.
- basic FCC Rules and Regulations.
- basic principles of public administration including practices, rules, regulations, laws, and terminology of government.
- strong familiarity with practices, rules, regulations and terminology of business.

Ability to:

- communicate effectively orally, graphically and in writing.
- speak well in public.
- demonstrate strong problem resolution experience.
- use quality control methods and 'best practices' principles.
- clearly demonstrate emphasis on customer service.

SUPERVISION

Employee receives general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure accuracy.

WORKING CONDITIONS

This position may require a 'shifted' work schedule or attendance at weekend or evening meetings or activities. Daily focus on a computer screen for 3+ hours at a time; extensive data entry using keyboards or other devices with precise control of fingers and hand movements; periodic operation of a motor vehicle on public roads; ability to meet with vendors at job sites; and the ability to deal with difficult individuals and potential conflicts with vendors, users, or others.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: November, 1999
EEO Category: 3 – Technicians
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous