

STATE OF NEBRASKA CLASS SPECIFICATION  
**RADIO COMMUNICATIONS SYSTEMS COORDINATOR**

EST: 08/1983 - REV: 02/2014  
CLASS CODE: E35710

**DESCRIPTION:** Under general supervision, supervises the operation and functions of a communication and warning system network; coordinates the planning, design, installation, maintenance, and efficient operation of communications equipment; performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates all matters relating to the operational capabilities and maintenance of communication equipment.

Insures that government regulations concerning the installation and operation of communication equipment are complied with.

Compiles and maintains all records pertaining to the communications systems and submits the required reports and forms to designated authorities.

Consults, coordinates with, and maintains liaison with various federal, state, and local government agencies, public safety agencies, and public broadcast organizations to ensure the effectiveness of the communication networks.

Advises local government agencies on writing project applications and agreements for financial aid or grant funding.

Evaluates for approval project applications involving federal funds to support and expand the capabilities of the State Emergency Communications facilities.

Operates various equipment in the communications and warning networks to receive and dispatch messages, data, and other information, and to ensure the operational readiness of the equipment.

Advises agency staff on operational and technical communications matters to inform personnel of current and/or changed procedures, changes in equipment, and/or other data and information pertaining to the communications system.

Responds to verbal and written requests for communications information from citizens and federal, state, and local authorities.

Establishes and maintains a historical and current weather file and ensures that weather warnings are disseminated statewide.

Assists in establishing communications equipment maintenance contracts.

May serve as coordinator for an agency's telephone communications system.

E35710 – RADIO COMMUNICATIONS SYSTEMS COORDINATOR (continued)

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: federal, state, and local communications, regulations, policies, and procedures; principles and techniques of management and supervision; principles and techniques of communications networks, operations, and procedures; federal, state, and local regulations applicable to the installation, operation, and maintenance of communications systems; emergency operations requirements and capabilities; warning procedures, equipment, and training used.

Ability to: interact with others, sometimes under emergency conditions; communicate orally and in writing; keep accurate records; write necessary reports; operate communications equipment; detect malfunctions in the communications equipment; analyze communications problems and various situations and to take effective action; interpret and apply communications regulations, policies, and procedures; develop and maintain working relationships with representatives of federal, state, and local agencies and authorities.

Skill in: training others to operate the communications equipment according to regulations and procedures; public speaking.

**MINIMUM QUALIFICATIONS:** (Entry knowledge, skills and abilities, and/or skills may be acquired on the job and are needed to perform the work assigned.)

Post high school coursework/training in electronics or radio and telephone communications AND experience in communications equipment operations including design, planning, installation and/or maintenance of communications systems. Management experience in the communications field is desirable. A Federal Communications Commission (FCC) Amateur Radio of General or higher is needed. (May be obtained after being hired.).

**SPECIAL NOTE:**

Incumbents in this class may be assigned as an agency Duty Officer on a rotational basis. When serving as Duty Officer incumbents must be available for emergencies on a 24-hour basis for a seven-day period. At all other times, incumbents must be available for duty around the clock in the event of an emergency or natural disaster.