

STATE OF NEBRASKA CLASS SPECIFICATION
STATE PATROL ELECTRONICS MANAGER

EST: 08/13 - REV: 00/00
CLASS CODE: V08910

DESCRIPTION: Under limited supervision, provides technical and administrative direction for the State Patrol's electronic, vehicular equipment, and materiel services section; plans, implements, and manages on-going operations and supervises staff of units assigned to this section. Develops standard operating policies and procedures to expedite provision of services and ensure integrity/reliability of public safety communications, vehicular, and supply services provided. Advises State Patrol management of the technological and operational needs of this section and agency; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single position, full performance classification level used solely by the Nebraska State Patrol (NSP). The position manages the various units and their supervisory, technical, and other support staff providing services affecting the materiel, supply, electronic engineering, and fleet equipment acquisition, installation, and maintenance needs of the agency. Activities managed include modification-installation, testing-troubleshooting, configuration-calibration, and maintenance-repair of communication and other equipment, and vehicles used by the NSP Patrol and other State agencies, and the receipt, storage, and delivery of materiel including law enforcement vehicles, clothing, weapons, and devices, and office supplies and equipment. The position may perform work similar to that of assigned staff, as needed.

This class differs from supervisory/managerial positions in other electronic and materiel classes by responsibility to manage multiple units providing specialized technical communication, electronic, and materiel services to NSP and other agencies that comply with technical and accreditation standards.

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.)

Supervises various unit supervisors and other staff, to include assigning and scheduling work, setting priorities and goals, coordinating and guiding work assignments and projects in accordance with established work directives, and on-going agency work demands and due dates.

Develops and evaluates performance and/or products of assigned supervisors and staff to include training and counseling employees, determining conformity to established timetables and quality standards, and preparing and signing performance evaluations; recommends personnel actions to management to include hiring and other job status changes, disciplinary and grievance actions, and other personnel actions.

Manages and oversees the section's operational, maintenance, and supply activities; plans and coordinates work processes; develops and monitors administration of work standards, policies, and procedures, and adherence to personnel management directives.

Prepares and presents budget requests and data for equipment, staffing, training, and facility needs, and technical specifications and cost estimates for materiel purchases; reviews and offers advice on bid proposals and expenditures of vendors and contractors, and quality of commodities and services received.

Reviews and participates in the development and retention of technical and administrative reports, property documents, and supply records pertinent to the acquisition, assignment, maintenance, repair, distribution, and disposal of electronic equipment, vehicles, and other fixed assets, and materiel.

V08910 - STATE PATROL ELECTRONICS MANAGER (continued)

Participates in communication, vehicular, and materiel needs assessments, and evaluates technical product/service options to meet these needs; monitors and recommends or approves stock inventory levels, and orders for the purchase or requisition of suitable commodities or services.

Meets with agency management, and representatives of other State agencies, vendors, or external jurisdictions to facilitate installation, maintenance, or upgrade of electronic or vehicular assets or to increase the effectiveness of the operations managed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: functional characteristics of radio, electronic, and system-wide network/communication components and circuits; installation, maintenance, and work safety standards, practices, and tools; principles, practices, and trends in radio communication and electronic design and operation; warehouse, storage, and inventory control practices; federal laws and regulations, State statutes and directives, and agency policies pertinent to the operations managed; supervisory and administrative management practices.

Skill in: in communicating technical information to both technical staff and administrative officials; determining and adjusting priorities, schedules, and standards for the operations managed.

Ability to: supervise and train employees; interact with others to coordinate work activities and to maintain cooperative work relationships; communicate in person, and by telephone, email, radio, and correspondence with agency staff and representatives of other agencies, vendors, and jurisdictions; oversee and evaluate the work of vendors and contractors; interpret and use technical sketches and blueprints and evaluate wiring diagrams and schematics; use technical principles and diagnostic tools to troubleshoot and resolve electronic and communication system and component defects.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two year vocational/technical degree or equivalent military training in electronics, radio or other communication technologies, network/systems or industrial engineering, electrical systems, or related technology coursework, and four years of progressively responsible experience in the installation, maintenance, and repair of radio communication equipment or electronic components of vehicles.

Additional education or experience in the areas described above may substitute for the required experience or education, on a year-for-year basis. However, one year of experience must be possessed in supervising workers or leading project teams, engaged in the work described above.

SPECIAL NOTES:

Possession of a valid driver's license is required in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).