



City of Phoenix

REGIONAL WIRELESS COOPERATIVE DIRECTOR

JOB CODE 09970

Effective Date 7/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide leadership in guiding the development of strategic plans to accomplish the vision of the Regional Wireless Cooperative (RWC) Board of Directors. The RWC manages, operates, maintains, supports and expands a regional communications system for seamless operable and interoperable communications for public safety and municipal users. The network encompasses cities, agencies, and fire districts, and handles day-to-day calls for service that cross jurisdictional lines, as well as communications during major regional events. The City of Phoenix, as administrative managing member, is responsible for strategic planning and processing of business actions such as purchasing, payments, billing, contracts and asset management through the City's standard policies and procedures. The position performs duties under the general direction of the Intergovernmental Affairs Coordinator and is responsible for working with the RWC Board of Directors in developing and implementing its goals and policies. Work is reviewed through the evaluation of reports, activities and results achieved.

ESSENTIAL FUNCTIONS:

- Serves as the RWC liaison and coordinator with local, regional, and state emergency services agencies, regional radio system users, owners and operators of other radio systems, and other stakeholders that address spectrum management, interoperability, homeland security, and other pertinent communications issues;
- Represents the interests of the RWC Board, and develops operational policies and procedures to implement objectives;
- Develops long- and short-range strategic and financial plans, including administering the RWC annual operating and capital budgets, managing internal accounting procedures, preparing records and documents for audit, and expending RWC funds in support of budgets approved by the RWC Board;
- Directs professional and support staff in a variety of administrative actions including purchasing, billing, contracts and asset management;
- Provides technical guidance to direct and evaluate emergency communications and emergency services and operations;
- Directs the monitoring of public safety radio user compliance with the approved radio standards, operational guidelines and procedures, and FCC requirements



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to ensure effective regional emergency radio communication services and compliance with all laws, regulations and policies;

- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of supervision and personnel management.
- Principles and practices of public safety communications and operations.
- Applicable local, state and federal laws, rules, regulations, codes, and/or statutes.
- Principles and practices of municipal finance, budgeting, accounting, and contract management.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate verbally in the English language with customers, clients and the public using a telephone and in group and face-to-face, one-on-one settings.
- Work cooperatively with other employees, customers, clients, and the public.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Organize, direct, coordinate and review the work of employees engaged in budget preparation and administration and research projects.
- Analyze, interpret and report research findings and recommendations.
- Evaluate operational performance and implement changes.
- Ascertain priorities and meet deadlines and objectives.
- Effectively plan for and use technical and staff resources.
- Work safely without presenting a direct threat to self or others.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional experience in the management and supervision of information technology functions or public safety communications, including one year of experience as head of a major technology/communications program or communications center, and a bachelor's degree in communications, computer science, criminal justice,



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or public administration, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.