



Classification: Director of Radio

Title Code: V07400

Pay Range: E08

POSITION SUMMARY

The Director of Radio is appointed by the Superintendent and directs the activities of the Patrol's Communications Division, which is responsible for the maintenance, day to day operation and administration of the Patrol's land mobile radio systems (LMRS). An individual in this position directs the coordination of division personnel, in cooperation with other entities, in maintaining the Missouri Statewide Interoperable Network (MOSWIN) radio system. This position requires considerable independent judgment and discretion in contacts with the public and personnel from local, county, state, federal, and private agencies. Considerable time is spent dealing with contractors and vendors to ensure compliance with state contracts. Work is performed under general administrative direction and is reviewed for conformance with prescribed policies and procedures for attainment of objectives.

DESCRIPTION OF DUTIES PERFORMED

Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.

Coordinates the collection, retention and dissemination of raw data derived from officer contacts with the public and services provided by the Patrol to the public sector.

Supervises the operation and maintenance of the Patrol's statewide LMRS networks and coordinates the Patrol's maintenance responsibilities on the MOSWIN system.

Oversees the purchasing, deployment and maintenance of the Patrol's voice communications network to include mobile telephone and tablet devices.

Coordinates the installation of communications technology in all Patrol vehicles.

Works with the Office of Administration to provide voice and data service plans for Patrol issued mobile communications devices.

Develops and publishes standard operating procedures for troop communications operations.

Oversees the development of technology and communications training for employees of the Patrol and outside agencies.

Prepares correspondence in response to questions concerning policies and procedures related to communications technology; replies to surveys, questionnaires and requests for information about the Patrol's use of mobile voice technology and radio communications systems.

Coordinates the deployment of communications personnel and equipment during natural or man-made disasters, other emergencies requiring a Patrol response, and other large-scale events.

Oversees and engages division personnel in the establishment of mutually agreed upon goals, objectives and standards; evaluates and provides counsel to division personnel in regard to work performance and personnel actions.

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Prepares budgetary forecasts and approves budgetary expenditures.

Provides recommendations to the Superintendent in matters relating to communications technology.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of Patrol policies, procedures, rules, and regulations.

Knowledge of all state and federal statutes, laws and regulations pertaining to communications technology.

Knowledge of decision making techniques, fundamentals of oral and written communication, and how to conduct successful meetings.

Knowledge of the basic principles and techniques of supervision.

Ability to work under pressure in order to produce a volume of work necessary to meet deadlines.

Ability to anticipate, identify, and develop alternative solutions to problems, evaluate courses of action, reach logical decisions, and identify causes of problems.

Ability to review reports for clarity, accuracy, and legibility.

Ability to plan, direct, and assign the work of others.

Ability to gather, assemble, correlate, and analyze facts and devise solutions related to personnel problems; ability to research analyze, and compile various reports

Ability to express ideas clearly, concisely and effectively, orally and in writing.

Ability to interact with other law enforcement agency personnel to establish and maintain working relationships and to differentiate confidential information from information that may be communicated.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to effectively utilize various software packages, databases and electronic equipment.

Ability to perform job related travel.

Ability to operate standard office equipment.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess one year in grade as Section Chief in the Communications Division.

Must meet the qualifications outlined in Section 43.060 RSMo.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri throughout employment.

Must possess or obtain and maintain a valid driver's license.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

Pursuant to General Order 26-07, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform.

Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.