



**Classification:** Frequency Coordinator

**Title Code:**

**Pay Range:**

**POSITION SUMMARY:** The position of Patrol Frequency Coordinator will be highly technical, specialized licensing and frequency coordination work performed in the recommendation of available frequencies, the acquisition, maintenance, and renewal of the Patrol's Federal Communications Commission (FCC) radio station licenses. The employee will work with FCC and the Association of Public-Safety Communications Officials, International (APCO) in the assignment of frequencies to those agencies eligible to hold radio station licenses in the Public Safety radio services. This also includes working closely with federal, state, county, and municipal agencies, as well as vendors and private communications firms engaged in the sales, maintenance, and installation of communications systems, as well as professional groups such as the Missouri State Interoperability Executive Committee and Region 24 Regional Planning Committees. In addition, this position is involved in communications projects within the Patrol including current and future radio and telephone development.

**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.)

Assists state, local, and quasi-governmental agencies in the selection, licensing and coordination of radio frequencies for operation of their existing or planned public-safety communications systems. The process of selecting/recommending channels is performed using specific guidelines established by the FCC and delegated to APCO (and others). The assignment process will typically encompass study of the frequency, power, antenna height, directional characteristics, and other engineering considerations and will involve collaboration with APCO.

Prepares for approval Federal Communications Commission, APCO frequency coordination, Federal Aviation Administration (FAA), and other station license/regulatory documentation necessary to secure and maintain radio station licenses for the Patrol. Researches and monitors availability of frequencies in the interest of the Patrol, particularly in the State Police VHF low band and high band, and will assist in acquisition of additional channels throughout the available spectrum when practical.

Participates in the public-safety radio station regulatory processes, particularly public-safety regional frequency planning commissions, and National Public-Safety Communications Telecommunications Council (NPSTC). Interprets FCC rulings and their impact to the Patrol and Missouri public safety users.

Participates in planning for next generation communications and technology integration; works with vendors on equipment specifications.

Cross trains and fills in when needed on day-to-day Communications Division responsibilities including, but not limited to, telephone maintenance, alarm and access system maintenance, division budget processes, and telephone bill processing.

Participates in bid processes and represents the Communications Division in meetings of a communications nature.

Actively works on state communications projects for radio and telephone development.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to use or learn the use of personal computer equipment required of the position. This will include, but not necessarily be limited to, radio system coverage prediction programs, web-based electronic mail and document interchange, and coordination of specific applications such as the web-based Federal Communications Commission license records database and the coordination application utilized by the Automated Frequency Coordination section of the Association of Public-Safety Communications Officials, International.

Ability to use or learn the use of personal computer office software applications including, but not limited to, Lotus Notes, Microsoft Word, Excel, Access, and PowerPoint.

Ability to speak in front of groups.

Ability to draft technical documents for widespread distribution.

Ability to explain technical concepts both orally and in writing.

Ability to effectively utilize common office equipment such as facsimile machines, copier(s), local area network based printer/plotter, calculator, typewriter, and so forth.

Ability to work closely with federal and other agencies in attempting to resolve radio interference problems, when requested to do so by the FCC, APCO, or licensee/applicant.

Ability to lift 35 plus pounds in the performance of job duties.

Ability to disconnect, remove, and transport mobile radio transmitters and associated equipment from the trunk or under dash of a mid-sized car.

Ability to work under deadlines, and prioritize work efforts to meet the demands of internal supervision and external "customers".

Ability to operate basic office equipment as detailed in the description of duties.

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.

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.)

Must possess (or obtain within 60 days of appointment) a General Class radiotelephone license issued after examination by the Federal Communications Commission (FCC).

Must be qualified and have no aversions to becoming a member of the Association of Public-Safety Communications Officials, International (APCO).

Must have a minimum of five years experience with the Communications Division and meet the qualifications outlined in Section 43.060 RSMo.

**NECESSARY SPECIAL REQUIREMENTS:** This position will entail some overnight travel, both of an intrastate and interstate nature. Training will be conducted at the APCO national headquarters in Florida, and annual training and recertification in the frequency coordination processes are held semiannually or annually at various locations nationwide.

This individual will be expected to represent "best engineering practices" under difficult circumstances in the coordination and frequency interference resolution processes. A demeanor, which represents the Patrol, is necessary to work in liaison with local agencies, regulatory officials and entities, and those seeking frequency coordination assistance.

Detailed training is on-the-job and self-directed; general training is available for APCO frequency coordination and project management.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

**PROMOTIONAL ELIGIBILITY:** When Communications Division personnel transfer into a Communications Division specialist position, and are otherwise eligible for promotion, the transferring employee must serve at least six months in the new position before consideration for promotion.

**FLSA STATUS:** Non-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.