



DATE: October 28, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Everett Erichsen, Director, Emergency Management,
238 Golden Hill Lane, Kingston, NY 12401

JOB VACANCY: Radio/Technology Specialist (Emergency Services) / Permanent/Provisional / Full-Time / Benefited

LOCATION: Fire Ctl Bldg

SALARY: \$33.88 / hour (Grade 17)

FILL DATE: November 19, 2024

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position primarily responsible for maintaining Ulster County's radio systems and mobile data communications systems. The Radio/Technology Specialist (Emergency Services) evaluates needs, develops specifications, recommends systems, acquires bid proposals, and ensures trouble-free installation of various related hardware and software. The work includes troubleshooting, maintaining, installing, and evaluating telecommunications systems in various county departments, primarily the Department of Emergency Services. The incumbent also supports radio system and information technology for Ulster County Government, coordinating the installation, configuration, and support of hardware and software, as well as administering the Department of Emergency Services applications, security, and New World Public Safety System. Responsibilities include providing technical support and training to all divisions within the Department of Emergency Services and other County Government Departments as needed, coordinating with various communications companies, and developing and maintaining programs on micro and mainframe computers to support special requests. The work is performed under the general direction of the Deputy Director of Emergency Communications/Emergency Management (Interoperability) and the Director of Emergency Communications/Emergency Management, within the guidelines of Ulster County policies and procedures. The incumbent exercises considerable autonomy, referring only unusual or complex matters to the supervisor. Supervision of others is not generally a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of radio communication systems, telecommunication methods, techniques, systems, and equipment; thorough knowledge of workstation information technology equipment components, operation, and maintenance, as well as MS-Windows, Microsoft Office, Microsoft Server, and Active Directory Software; good knowledge of programming techniques for radios and personal computers; good knowledge of Computer Aided Dispatch (CAD), Geographical Information Systems (GIS), and Digital Mapping programs; working knowledge of dispatch operations, public safety communications needs, and personal computer software industry standards; ability to assess and resolve personal computer and local area network hardware and software problems; ability to integrate automotive electronics with emergency services communications systems; ability to keep informed of the latest public safety information technology, communicate technical issues to non-technical staff both orally and in writing, and write technical specifications for telecommunication system bids and proposals; ability to train and instruct users in the operation of telecommunications equipment, and how to integrate systems to address the unique needs of various emergency responders; ability to reason analytically; ability to establish and maintain effective working relationships with vendors, consultants, and colleagues; ability to read and understand technical manuals and follow complex instructions; resourcefulness, dependability, initiative, good judgment, and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Computer Science, Information Technology or a closely related field and one (1) year of full-time paid or its part-time equivalent experience as a computer or telecommunications technology programmer with experience installing radio equipment; **OR**
- B. Possession of an Associate's Degree in Computer Science, Information Technology or a closely related field and three (3) years of full-time paid or its part-time equivalent experience as a computer or telecommunications technology programmer with experience installing radio equipment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent experience as a computer or telecommunications technology programmer with experience installing radio equipment; **OR**
- D. Any combination of training and experience equal to or greater than that described in A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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