

Class Concept

Positions in this class develop policy and provide program guidance to conceptualize, design, coordinate, implement and maintain emergency medical and public safety communications systems, for both EMS and healthcare organizations across North Carolina as well as documentation and maintenance of information and records that pertain to EMS and public safety communications systems. Position is responsible for planning, coordinating, implementing and maintaining public safety and emergency preparedness communications of the State for EMS and healthcare organizations. Position is responsible for applying for and maintaining the FCC licenses required by the OEMS and for maintaining working relationships with other state public safety communications agencies for use of shared communications facilities, systems and networks. Position develops policies and procedures for the agency regarding communications, communications equipment and use by OEMS staff members. It directs the development of procedures, protocol, and operational plans for the use of communications equipment by hospitals, ambulance providers, and communications centers throughout the State. Incumbents must stay abreast of technological changes in the electronics communications industry. Position develops training and education documentation and resources to aid in implantation of policies, procedures, operations and protocols to establish the above.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of electronic and radio communications principles and practices.
- Working knowledge of the fundamentals of physics as applied to electronics.
- Considerable knowledge of mathematical principles as applied to electronic circuit analysis.
- Ability and skills to perform maintenance on radio communications equipment.
- Ability to prepare system specifications for radio communications systems.
- Ability to determine communication needs and to specify equipment to meet those needs. Ability to maintain accurate records and data bases.
- Ability to communicate effectively with both technical and non-technical personnel.
- Ability to prepare long and short range work plans.
- Ability to prepare and maintain a budget.
- Ability to train and supervise other workers relating to communication skills and equipment.
- Working knowledge of data base, spread sheet, word processing and presentation programs required.
- Ability to develop and predict radio coverage for communications systems and use of radio coverage prediction models.
- Basic knowledge of FCC Rules and Regulations and for maintaining FCC radio licenses for agency.
- Working knowledge of computer operations. Ability to program radio equipment and devices and establish frequency lists.
- Ability to make electronic measurements applicable to communications and radio devices.

Minimum Education and Experience

Bachelor's degree with coursework in electronics field from an appropriately accredited institution and four (4) years of experience in electronics communications, preferably with some experience in emergency medical service; or an equivalent combination of education and experience

Necessary Special Qualification

Work may require FCC licenses: FCC First Class Commercial license. Military and amateur radio experience and license.