



Job Title	PPRCN System Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	19350

Class Specification – PPRCN System Manager

Summary Statement:	
The purpose of this position is to manage and coordinate all finance, system operations, and maintenance activities employing professional, technical, and operational contracts, commercial agreements, and intergovernmental agreements for the Pikes Peak Regional Communications Network.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Manages the operational needs of the PPRCN network including budget, develop, and represent the policies and procedures of the network to the PPRCN agency within regional and statewide venues, regularly evaluates the system with respect to system capacity and coverage, and creates regular reports and makes recommendations for modifications.
30%	Provides leadership and direction to the PPRCN Technical committee, Site Management Committee, and PPRCN Users council to ensure the development and implementation of goals, objectives, policies, and priorities.
20%	Manages and maintains the commercial contracts and inter-governmental agreements that keep the PPRCN radio and ancillary infrastructure in working order by planning, evaluating, directing, and reviewing the work done by service providers. Manages the real-time system health and alarm messages to ensure the service provider personnel are appropriately dispatched.
20%	Evaluates the system growth and ensures that plans are systematically conceived among stakeholders; plans documented; represented to the stakeholders and system users periodically to ensure capital investment processes are identified and pursued.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in telecommunications, electrical engineering, information technologies, or related field.

Experience: Five years of full-time responsible radio systems experience including three years of administrative and supervisory responsibility.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Professional Engineer (PE)	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Supervision Received:
Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:
Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.
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Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014