

# CITY OF LEE'S SUMMIT, MISSOURI

## Job Description



<b>Job Title:</b>	<b>Radio Systems Specialist</b>	
Division:	Administration	
Department:	Police	FLSA Status: Non-Exempt
Supervisor:	Captain - Administration	Position: Lawson code
Date:	May 2022	GRADE: PS5

---

### Job Summary:

The Radio System Specialist, under the supervision of the Captain-Administration, serves as the front-line IT support for the Police Department. Acts as a liaison between the Police Department, other departmental entities and outside organizations for the metro area regional radio system.

### Job Scope:

Suggests budget items for IT related needs of the Police Department's budget. No supervisory responsibilities.

### Essential Duties and Responsibilities:

1. Manages the radio system for the entire City, which includes Police, Fire, Water Utilities, and Public Works Operations. Is the City's representative at regional meetings since the radio system is connected to the greater Kansas City metro area.
2. Functions as TAC (Terminal Agency Coordinator), ensuring proper training and the validation of information for the local, state, and national Criminal Justice Information Systems.
3. Serves as the Local Agency Security Officer (LASO) with regards to the use of CJI (Criminal Justice Information) and MSHP (Missouri State Highway Patrol) databases to ensure access, use and connections follow required security measures.
4. Serves as System Administrator for the Computer Assisted Dispatch/Records Management System (CAD/RMS), assisting other Divisions of the Department with system capabilities and training. Provides reports and statistics as requested.
5. Point of contact for users that have questions, issues and problems related to radio systems and for all other Police staff technical issues. Receiving and documenting all calls, requests, and inquiries in call logging system. Gather appropriate information to document each request. Perform Level I and Level II troubleshooting on technical issues reported.
6. Coordinates acquiring and dispositions of Police Department technology with ITS Department. Perform installation of Police hardware and software per ITS procedures and coordinate install activities with impacted personnel. Provide a high level of customer service and end user assistance in facilitating the installation of equipment.
7. ITS liaison for the Police Department with the City's Information Technology Services.
8. Assist in maintaining the Police Department's inventory of technology for MERP purposes. Document all changes to IT assets and conduct routine inventory checks as requested.
9. Is the City's representative on various MARC (Mid-America Regional Council) committee's and boards related Public Safety Communications initiatives in the greater Kansas City area.

### Peripheral Duties:

1. Serves as a member of various employee committees, as assigned
2. Performs all other duties as assigned

# CITY OF LEE'S SUMMIT, MISSOURI

## Job Description



### **Performance Of The Essential Functions Of This Position Requires:**

- Ability to make rational decisions through sound logic and deductive reasoning
- Ability to work independently and manage time effectively, determine priorities, recall directions and details, and to follow-through to complete performance of essential functions
- Ability to effectively prioritize project assignments, track and report project status for multiple projects
- Ability to support an ethical, non-discriminatory and safe work environment

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in technology or closely related field of study from an accredited institution required.
  2. Minimum of 5 years working experience in providing computer hardware, software and end user support required.
  3. Valid state Motor Vehicle Operator's license and acceptable driving record required.
  4. Pass a pre-employment polygraph examination.
- \* *Equivalent combination of education and experience may be considered.*

### **NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

1. Sound working knowledge of radio and other communications systems used by the City.
2. Working technical knowledge of supporting desktop users in a Windows network environment, including a strong basic knowledge of network protocols and standards such as Ethernet, TCP/IP, and WLAN/LAN/WAN.
3. Good working knowledge of most office machines, including but not limited to computers, printers, scanners, copy machines, etc., with the ability to install most.
4. General knowledge of Police Departments and the different roles within the department.
5. Ability to support and trouble-shoot Microsoft Office applications for all department personnel, along with e-mail, Internet applications and other specialized department software and hardware.
6. Ability to work well and remain courteous and professional under fast-paced and stressful conditions.
7. Ability to guide, train, direct employees on the use of the current and new technologies;
8. Ability to communicate effectively, verbally and in writing;
9. Ability to establish and maintain effective working relationships with employees, other departments and with suppliers or the public as needed.

### **Principal Working Relationships:**

Interacts and works with city employees, Command staff, other law enforcement agencies, vendors and the general public.

### **Tools And Special Equipment:**

Computer, including Microsoft Office suite software and other standard office equipment.

Communication Computer Terminals, TDD Telephone, E-911, Phone-Eventide Instant Recall Recorder, Emergency Call out forms, Communication Inquiry and Entry Manuals, Cole's Directory, Paging System, Security Cameras, Duress Panel Alarms, TV-Weather Channel, Pagers, Alarm Panel, Intercom System, Radio Console.



### Physical Classification:

The physical requirements of this position qualify as:

- **Light:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to raise or lower objects from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects. If the use of controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for light

### Physical Demands:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions. Physical demands required to perform the essential functions of this position include the ability to:

- Maintain equilibrium adequate to prevent falling during activities that require movement between locations, stationary postures, descent, ascent, and required repositioning of self to access, complete essential functions and/or operate required equipment
- Move self between work stations, sites and locations to accomplish assigned tasks with or without accommodation
- Ascend and descend to various heights/depths using variety of ladders, stairs, scaffolding, ramps, poles, or similar equipment necessary to perform the essential functions. Agility is emphasized
- Reposition self to effectively perform essential functions at all levels, heights, and depths, some with restrictive space or limited access and some requiring holding positioning for extended periods of time
- Perceive the attributes of objects such as size, shape, temperature or texture by contact with the items
- Maintain constant contact with various items and tools in order to control their movement or to manipulate them during use and or task completion
- Manipulate and/or adjust items such as switches and dials to reposition, adjust, set, place, engage/disengage
- Utilize computers and other electronic devices associated with essential functions to collect, enter and retrieve data by means of typing, keyboarding or other available methods of data entry/retrieval
- Frequently raise, lower, move, transport, position, place, install and remove items of various weights
- Exert/apply adequate force to move items of various weights upward, forward, downward and outward in any direction
- Exert/apply adequate force in a sustained motion to draw, haul or tug items of varying weights in any direction
- Access items at approximately 30" distance in any direction
- Maintain stationary, upright position for extended periods of time
- Perform substantial body movements and motions in a repetitive manner as needed to perform essential functions
- Express or exchange ideas verbally and to convey detailed information or complex instructions to others accurately, loudly and/or quickly
- Perceive the nature of sounds at average conversational levels with or without correction, sometimes in noisy environments. Ability to receive detailed information through audio transmission. Ability to determine hazard location and distance by sound discrimination

# CITY OF LEE'S SUMMIT, MISSOURI

## Job Description



- Communicate via receiving, comprehending and transmitting complex and detailed instructions or information in oral or written formats and to follow-through to complete required essential functions
- Physically operate motor vehicle as required to obtain and maintain valid state motor vehicle operator's license
- Physically operate motorized equipment required to perform the essential functions of this position in a safe and efficient manner
- The visual acuity requirements of this position include the ability to:
  - Differentiate between colors,
  - Accurately perceive varying depths,
  - Perform varied essential functions involving extensive reading of print and electronic data, data preparation, entry, analysis, transcription, reporting and visual inspection to insure accuracy,
  - Operate motor vehicles and/or heavy equipment,
  - Perform visual inspections involving small defects, parts, and/or operation of tools, equipment or machines and visually evaluate specific forms associated with the essential functions of the position,
  - Utilize measurement devices,
  - Fabricate and/or assemble component parts,
  - Determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

### **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions. The conditions the worker will be subject to in this position include:

- Indoor and outdoor environmental conditions including infrequent exposure to extreme cold (below 32° Fahrenheit) and extreme heat (above 100° Fahrenheit) for periods of less than one hour during short-term, normal seasonal conditions. During emergency situations longer time periods of exposure could become necessary.
- Noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- Frequently is in close quarters, crawl spaces, small enclosed rooms, narrow aisles or passageways or other restrictive areas
- Hazards. Including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to small enclosed rooms, and other restrictive areas.



**JOB DESCRIPTION  
REVIEW ACKNOWLEDGMENT**

Job Description Title: **Radio Systems Specialist**

I, the undersigned have been provided with a copy of the above titled job description for my review. My supervisor and/or manager will be available to meet with me and provide an opportunity to ask questions and to discuss my position and this job description.

I understand that this job description lists essential and peripheral duties that are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

I also understand that the physical requirements and psychological demands identified in this job description are intended to be representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions.

The work environment characteristics listed in this job description are representative of those that may be encountered during the performance of the essential function of this job position are not intended to be all-inclusive.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date