



POLICE COMMUNICATIONS COORDINATOR

DEPARTMENT: POLICE
GRADE 17

CHARACTERISTICS OF THE CLASS:

Under the direction of an Administration Bureau Captain, the Police Communications Coordinator is responsible for coordinating various special projects within the Bureau to include the Regional Communications System partnership. Duties of this non-sworn position include providing communication support to department officers, providing communications policy guidance, coordinating and overseeing the Department's complex P25 system components, facilitating related training needs and preparing reports involving the performance of the communications system. Performing and/or coordinating tasks to meet the Bureau's objectives.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Serves as the Department's liaison for the Officer of Regional Communications interests, workgroups, meetings, and voting matters (if designated by the Chief of Police).
2. Serves as the Department's liaison for matters involving the Regional Computer Aided Dispatch (CAD). This includes regional policy meetings, software update procedures, CAD Governance, CAD Officer Safety notifications entry/removal/expiration/renewal.
3. Serves as the Department's liaison with the Broward Sheriff's Office Communications Center/ Public Safety Answering Point (PSAP).
4. Coordinates both the quality assurance program (tickets) with all Regional Communications components on behalf of the Department.
5. Serves as the Department's liaison for FirstNet communications matters.
6. Coordinates the logistical matters surrounding the P25 compliant Department assets, such as portable and mobile public safety radio components and equipment. This includes coordinating the proper programming, issuing, tracking, repair, replacement, and issued accessories for these items.
7. Coordinates the Department's public safety communications training needs (both new employee and continuing training needs), and coordinates the testing and evaluation of future equipment needs.

NOTE:

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are an essential function of work not listed herein, are permissible if such functions are logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High school diploma or GED; two years of education from an accredited college or university. Preference given to previous law enforcement experience involving use of the public safety communications system

B. Knowledge, Abilities and Skills:

Knowledge of police communication systems and the operating environment/protocols

Ability to communicate effectively, both written and verbal

Ability to establish and maintain effective working relationships with City Departments, Law Enforcement agencies and the general public

Ability to work independently and with minimal supervision

Ability to read, comprehend and interpret detailed, complex written material

Ability to perform highly responsible work ensuring the integrity and accountability of public safety communications equipment and procedures

Ability to access, operate and maintain various software applications and programs

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 2,3,8,9