

The County of Monterey

A DRUG-FREE WORKPLACE

Invites your interest and application for the position of **Telecommunications Project Manager**

Salary negotiable depending on qualifications
Immediate response requested

THE POSITION:

This position is a three year contract position reporting to the Telecommunications Division of the Monterey County Information Technology Department. This position works with and assists the Next Generation Radio (NGEN) project taskforce and its consultants in planning, organizing, managing and supervising the implementation of the NGEN Radio upgrade project in Monterey County.

The NGEN task force works under the guidance of the Emergency Communications Users Advisory Council (ECUAC) and consists of representatives of local fire, police and municipal authorities specifically appointed for the implementation of the NGEN Radio project.

The Project Operational steps include Specification/RFP release, receiving and evaluating vendor proposals, contract negotiations and contract award, oversight of contract implementation, liaison with vendors and agencies, with final acceptance of the new radio system expected by December 2012 are all tasks to be coordinated or managed by the incumbent. The incumbent also undertakes community, municipal and government agency liaison work as required.

The successful candidate will possess qualifications in Project Management and Engineering and/or significant experience in those fields particularly in modern complex telecommunications and/or radio voice and data networks projects and also have experience and/or understanding of operational issues of first responders as well as experience in community liaison work and public relations and must have possession of a current Class C Driver's License.

Some major responsibilities of this position:

- Overseeing and keeping up to date the overall project plan and timeline.
- Responsible for daily coordination, planning and management of NGEN task force and related meetings, collaboratively setting agendas, noticing participants, recording and distributing minutes and related tasks.
- Work with the consortium's consultant and where required be an intermediary to the NGEN task force.
- Obtain and maintain an up to date knowledge of radio systems requirements and management following the FCC rules particularly with respect to the FCC 2004 narrow-banding directive for VHF and UHF frequencies and developments of the implementation of a nationwide 700MHz radio network.
- Assist the NGEN task force and the ECUAC in providing a high degree of personal contact with advisory boards staff, elected and appointed officials of other agencies and jurisdictions.
- Assist in all project related tasks including the evaluation of vendor proposals and coordinating the review and recommending process approval of purchases of telecommunications systems.

Minimum Qualifications:

Thorough Knowledge of: Project management methodology particularly when applied to technical and/or radio/wireless telecommunications projects. The methodology, materials, capabilities and limitations of equipment used in the design, installation, operation and maintenance of complex telecommunications systems, land mobile radio systems, point-to-point terrestrial microwave systems, including current hardware and software technologies in the voice radio and data radio communication fields.

Working Knowledge of: area coverage radio systems and 911 dispatch and communication systems used in the public and /or private arena. The administrative and economic aspects and procedures utilized in the development, maintenance, operation and repair of countywide telecommunications equipment and systems.

Applicable federal, state and local laws and ordinances affecting public telecommunications construction and maintenance; principles and practices of telecommunications systems and project management to achieve project objectives within budget and schedule, verbal and written communication skills and interpersonal skills.

Skill and Ability to: Assist in the management of the coordination of multi-faceted projects and studies, including coordination and planning for resources, manpower and timing; plan, direct and evaluate the work of Telecommunications staff, contractors and others related to the activities for the ECUAC and the NGEN task force; read and comprehend complex telecommunication systems materials including hardware/software technical materials; communicate effectively, both orally and in writing, with both technical and non-technical personnel; prepare clear and concise administrative and technical reports, correspondence and memoranda; the knowledge to provide excellent and courteous customer service and establish and maintain effective working relationships.

WHAT WE OFFER:

Contract salary after completion of a County Professional Services agreement which requires specific insurance documentation.

APPLICATION AND SELECTION PROCEDURES:

If you believe you are the ideal candidate for this position, please submit a letter of interest, current resume and salary expectations to the section and address below before March 31st, 2009. Please also state if an initial part time assignment would be acceptable and the hourly rate expected.

Questions regarding this position may be addressed to the Asst. Director Information Technology at 831-759-6919

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