



Please submit resumes to:

Brandy Brannon, Director of Human Resources

Email: Brandy.Brannon@etcog.org (preferred)

East Texas Council of Governments

Human Resources

3800 Stone Road, Kilgore, TX 75662

Ofc: (903)984-8641 ext. 236 Fax: (903)983-1440

REGIONAL INTEROPERABLE COMMUNICATIONS PROJECT MANAGER

Position Description

POSITION SUMMARY:

The Regional Interoperable Communications Project Manager will be specifically responsible for all plans, reports, and deliverables related to the maintenance, revision and implementation of the ETCOG Regional Interoperability Communications Plan (RIC-P). He/she will also be responsible for inputting data related to the current radio communications assets and status for the ETCOG 14 county region into the Communications Asset System Management (CASM) website. This position will also gather information as needed for reports requested by the State Administrative Agency (SAA), and will perform other related duties as assigned.

Reports To: Homeland Security Coordinator

Other: This position requires extensive knowledge of radio communications. Under the direction of the Homeland Security Coordinator, the RIC project Manager will make contact and work with all jurisdictions in the ETCOG 14 county region. This position will be responsible for assessing the Interoperable Communications for each jurisdiction and plan, coordinate and advise the course of action necessary for ETCOG to comply with the System of Systems approach to interoperability that is set forth by the Governors Division of Emergency Management.

SUMMARY OF ETCOG'S WORK

ETCOG is a voluntary association of counties, cities, school districts and special districts within the fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. Established in 1970, ETCOG, either directly, or through its contractors, provides programs and services for East Texas seniors, employers, and job seekers. ETCOG and its contractors also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, and environmental grant funding for its region.

SUMMARY OF HOMELAND SECURITY DEPARTMENTS WORK

The Homeland Security Department of ETCOG manages the Homeland Security Grant Program (HSGP) for the Governors Division of Emergency Management (GDEM). The HSGP focuses on many different areas of Emergency Management and First Response. The HSGP provides various types of training and equipment for the ETCOG 14 county region for First Responders. The primary focus of the grant is the Interoperability within the region and the State of Texas along with National Incident Management Systems awareness and training.

Description of Work

COMMUNICATION AND ASSISTANCE TO JURISDICTIONS (75%)

Personal contact and visits to each jurisdiction by telephone and on site visits to determine radio needs and interoperability. Interviews with Emergency Management Coordinators, Chiefs of Police and Sheriff's to determine the level of their communications equipment. Obtain knowledge of the different radio systems used at the jurisdictions and who they can and cannot communicate with on a daily basis. Take accumulated data and complete CASM. Develop a strategy to incorporate an IP system into the dispatch centers for another option for communications. Review any applicable deliverables required by the State for Interoperable Communications working towards completion of the RIC-P.

ADMINISTRATIVE SUPPORT (25%)

Assist the Homeland Security Coordinator and the Homeland Security Planner with the deliverables required by the State for Interoperable Communications. Communicate findings and supply to the Interoperable Communications Committee the gathered information to assist ETCOG with the completion of a System of Systems approach for Interoperable Communications. Complete and provide the Homeland Security Coordinator with travel/expense reports and timesheets. Maintain contact with and supply the Homeland Security Coordinator with a monthly work schedule and progress report. Prepare routine and special correspondence for Coordinator's approval. Prepare support documents for the Homeland Security Advisory Committee meetings (HSAC). Assist the Coordinator with special projects and implementation of programs. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES (0%)

At this time the position is not expected to have a supervisory role.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- High skill level in Microsoft Word, Excel & Power Point.
- High level knowledge of radio systems including: UHF, VHF, 700 & 800 MHz Trunked systems.
- High level knowledge of radio groups, channels, frequencies, high & low band, & tones.
- Ability to learn and maintain CASM website.
- Knowledge of SCIP (State Communications Interoperability Plan) & TICP (Texas Interoperability Channel Plan).
- Must be available to help with communication problems and instruct others how to operate radios and gateways.
- Must have an extensive understanding of APCO Project 25 standards.
- Ability to prepare clear, concise and complete reports, correspondence and other written materials.
- Maintain a professional appearance and demeanor in the presence of others.
- Ability to establish and maintain positive and cooperative working relationships with all levels of ETCOG staff, the Executive Committee members, Board of Directors, Homeland Security Advisory Committee, Interoperability Communications Group and the general public.
- Strong interpersonal and organizational skills and an ability to work independently without supervision.
- Available to travel to attend trainings, meetings and workshops.
- Ability to work at a computer for extended periods of time, as required.
- Must follow all health and safety related job practices.
- Willing to perform other job related duties that may be assigned.

MINIMUM EDUCATIONAL REQUIREMENTS

Associate's degree in Communications, Emergency Management field or similar field of study. At least 5 years radio communications background. *Equivalent combinations of education, experience, and training will be considered.*

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

Must have reliable transportation, liability insurance as required by law and a valid Texas Class C driver's license with a good driving record.

Must own a computer, have internet access and general office equipment to connect with ETCOG & the region.

COMPENSATION

Contract position: This will be a yearly contract as long as the grant is renewed. Hourly wage up to \$40.00 per hour depending on qualifications and experience.