

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV75534</b>
<b>Job Class Code:</b>	<b>165</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>12/19/07</b>	<b>Effective Date:</b>	<b>12/15/07</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE TITLE: WILDLIFE COMMUNICATIONS PROGRAM MANAGER**

**HRIS TITLE: WLDLF COMMS PRG MGR**

**CHARACTERISTICS OF THE CLASS:** Manages and directs the agencies statewide microwave radio telecommunications system. Manages the use of a multi-jurisdictional law enforcement computer-aided dispatch/case management system.

### **EXAMPLES OF DUTIES:**

- Developing policies and directives governing the Communication Center response to Wildlife issues.
- Writes job descriptions, work plans, develops outlines and administers proficiency training to all department employees on radio equipment use and procedures.
- Serves as the department's liaison to the Wireless Systems Bureau and as a general staff member under the Law Enforcement Branch Chief.
- Ensures that the agency is in compliance with all applicable laws, rules, regulations, policies and procedures governing the ACJIS/NCIC criminal justice information.
- Trains and oversees certification of wildlife telecommunication supervisors and specialists and wildlife law enforcement officers on the use of the ACJIS/NCIC networks.
- Develops long range plans for technological improvement to the telecommunications system and radio equipment.
- Acts on behalf of the Branch Chief in his/her absence.
- Manages and directs the activities and work assignments of supervisory personnel.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Laws, court procedures, government regulations, agency and rules policies and procedures.
- Standard and Federal Communications Commission radio and telephone transmission procedures.
- Communications equipment including but not limited to the Arizona Criminal Justice Information System terminal and closed circuit surveillance security systems.
- Management and supervision principles and techniques.
- Methods for training and giving instructions for individuals and groups.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed for the department.
- Troubleshooting to determine causes of operating errors and deciding what to do about it.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

#### **Skill in:**

- Operating a two-way radio and other telecommunications equipment.
- Using logic and reasoning to identify alternative solutions, conclusions or approaches to problems.

- Effectively communication in both speaking and writing to convey information effectively.
- Controlling operations of equipment or systems.
- Motivating, developing, and directing people as they work.

**Ability to:**

- Supervise and maintain an efficient multi-shift dispatch function with adequate staffing.
- Communicate concisely, both verbally and in writing, during stressful situations using position-specific terminology.
- Exercise good judgment while working under pressure during emergency situations.
- Apply management and supervision principles and techniques.
- Establish and maintain work relationships.
- Interpret policy and procedures.