

January 23, 2012

Dear Concerned Community Official:

The City of Xenia is accepting applications in the form of a resume and cover letter for the position of:

***COMMUNICATIONS TECHNICAL DIRECTOR***

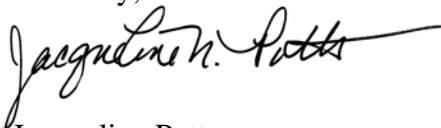
In light of your interest in community affairs, we are soliciting your help and welcome your assistance in recruiting minority applicants for this position. Attached is a copy of the Job Description with information and application filing requirements.

Resumes and cover letters will be accepted beginning ***Tuesday, January 24, 2012*** at the City Hall Reception Desk, Human Resources Department, 101 N. Detroit Street, Xenia, Ohio 45385. Also, look on our website at [www.ci.xenia.oh.us](http://www.ci.xenia.oh.us) (click "Employment Opportunities").

Completed applications must be received by the City of Xenia Human Resources Department no later than ***4:30 pm, February 22, 2012.***

We look forward to working with you. If you or any potential applicants have any questions, please contact me at 376-7273.

Sincerely,



Jacqueline Potter  
Human Resources Director

See attached job description/posting.

# CITY OF XENIA

An Equal Opportunity Employer

Inside Page 1 of 4

## POSITION DESCRIPTION

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**Employee Name:**

**Position Title:** Communications Technical Director

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<b>Dept./Div.:</b>	Communications	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Communications Director	<b>FLSA Status:</b>	Exempt
<b>Normal Hours:</b>	8:00 a.m. – 5:00 p.m.	<b>EEO Status:</b>	1 – Officials & Admin.
<b>Classification:</b>	UnClassified	<b>DOT: (closest applicable number):</b>	193.167-018

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education; associate's degree in computer science, programming, information technology, management information systems, or related field; three (3) years of related experience; bachelor's degree and public safety experience is preferred; or equivalent combination of education, training, and/or experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess valid Ohio Driver's license and remain insurable under the City's vehicle insurance policy; ability to obtain and maintain required certifications (e.g., LEADS, APCO, and EMD, EMDOA, etc.); Microsoft Certified Systems Engineer (MCSE) or Cisco Certified Network Associate (CCNA) certifications preferred.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, network switches and routers, servers, printers, copy machine, fax machine, and other standard business office equipment, CAD equipment, police radio equipment, 911 equipment, and other dispatch and law enforcement related equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; uses or works in proximity to the use of firearms; occasionally lifts objects 40 lbs or less; occasionally carries objects 40 lbs or less; occasionally pushes objects 120 lbs or less; occasionally pulls objects 60 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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Inside Page 2 of 4

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

Maintains, administers and troubleshoots the Public Safety Information Sharing Network system, the Xenia Public Safety network and countywide New World Software system including all network architecture, routers, switches, servers, and software maintenance, security and upgrades as necessary.

Acts as the Countywide 911 Coordinator and manages the 911 county database and prepares special and routine reports regarding the database; updates CAD files; ensures proper maintenance and storage of tapes.

Develops and maintains the Police Division computer equipment replacement program, including research and recommendation of new equipment and software.

Maintains the City's security system including coordinate updates, maintenance, assigning security restrictions and access; providing technical assistance to system users.

Performs installation, re-installation, changes and relocation of hardware, software, and network upgrades.

Assists the Communication Director with overseeing the general operations of the Communication Center; ensures staff receives and dispatches unit status for police, fire, and utilities; operates communication equipment (e.g., trunked radio system, computer aided dispatching, LEADS, TDD, etc.); ensures calls are answered and directed properly.

Interviews and recommends selection of candidates; ensures that new and existing employees are trained on policies and procedures; evaluates employee performance; issues oral and written warnings; investigates personnel matters and recommends corrective action including suspension and termination; participates in union contract negotiations as directed.

Performs plan review for new development.

Date Adopted: 060908

Date Revised: 111411

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Inside Page 3 of 4

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Act as a resource for the countywide radio system backbone. Reviews ongoing usage of the radio system and makes recommendation for upgrades and maintenance. Act as liaison between agency users, Board of County Commissions, and vendors for the radio backbone.

Maintains the City's 911 system and line recording systems including any and all backups needed.

Inspects all dispatch related equipment to ensure that it is in proper working order; arranges for equipment repair and maintenance; ensures dispatch recordings are made available for the public (e.g., court, media, attorney).

Attends meetings (e.g., staff, emergency preparedness) as required.

Must work in harmony with others and have good public relation skills, including the ability to establish and maintain effective working relationships with fellow staff, other departments, the public, elected officials, citizens and businesses.

Maintains required licensure and certification.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Must maintain twenty-four hour availability seven days a week for emergency calls and reporting.

Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as assigned.

# CITY OF XENIA

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Inside Page 4 of 4

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**Knowledge of:** inventory control; purchasing; interviewing; FCC rules and regulations; LEADS computer operations\*; public safety radio dispatching techniques; 911 terminal operating procedures; two-way radio operations; data processing techniques and procedures; data security; CAD software; database management; geographic layout of jurisdiction\*; government structure and process\*; Dispatch certification/licensure requirements; department goals and objectives\*; department policies and procedures\*; telecommunications equipment installation, maintenance, and repair; law enforcement procedures and methods; public relations; media relations; office practices and procedures; English grammar and spelling; records management; labor relations; employee training and development; personnel administration; workplace safety; supervisory principles and practices; manpower planning.

**Skill in:** computer network administration; equipment operations and maintenance; electronic data processing; problem identification and troubleshooting; management of personnel resources; systems evaluation; installation.

**Ability to:** carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; write instructions and specifications; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

**CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

Communication Supervisor, Communication Operators I, II

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(Signature of Agency Representative)

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(Date)

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Date Adopted: 060908

Date Revised: 111411

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Inside Page 5 of 4

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(Signature of Employee)

(Date)

CLASSIFIED AD

COMMUNICATIONS TECHNICAL DIRECTOR

The City of Xenia, Ohio is seeking qualified applicants for the position of Communications Technical Director. The successful applicant will be responsible for Multi-Jurisdictional Public Safety Network systems and will be expected to provide support in the system administration of workstations, servers, printers, networking equipment, two-way radio and telephone systems; administers Active Directory: creates and updates user and group accounts, mailboxes, and passwords; coordinates network administration and performance requirements with members of the Xenia City IT staff and other entities in the networks; troubleshoots accessibility issues, monitors and investigates site security issues and maintains network health; and acts as the Assistant Communications Director for the City's multi-jurisdictional 911 Center.

Qualifications include: Completion of secondary education; associate's degree in computer science, programming, information technology, management information systems, or related field; three (3) years of related experience; bachelor's degree and public safety experience is preferred; or equivalent combination of education, training, and/or experience. Microsoft Certified Systems Engineer (MCSE) or Cisco Certified Network Associate (CCNA) certifications preferred.

Pay range \$52,956.80 to \$76,793.60, DOQ. Please send cover letter and resume to the Human Resources Director, City Hall, 101 North Detroit St., Xenia, OH 45385 by 4:30 p.m., Wednesday, February 22, 2012.

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