

Code: 7480

Title: PIMA COUNTY WIRELESS INTEGRATED NETWORK EXECUTIVE DIRECTOR

SUMMARY: Directs, plans, coordinates and administers the functions and activities of the Pima County Wireless Integrated Network (PCWIN) Cooperative as directed by the Intergovernmental Agreement to operate, maintain, sustain, improve and finance the PCWIN. Receives guidance and direction from the PCWIN Board of Directors. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Maintains contact information for all Board of Directors, Executive Committee and working group representatives;
Attends all meeting and coordinates efforts for the Board of Directors, Executive Committee and Operations Working Group;
Prepares and maintains meeting notices, agendas and minutes for the Board of Directors, Executive Committee and Operations Working Group;
Serves as an ex officio, non-voting member of the Cooperative Board of Directors, and Executive Committee;
Manages the overall administrative functions of the Cooperative;
Assembles working groups in addition to the Technical and Operations Working Groups as necessary to address issues;
Prepares and submits to the Executive Committee and the Board of Directors revenue and expenditure budgets and financial reports that follow standard accounting practices;
Updates fee schedules and provides billing and cost recovery services using standard accounting practices;
Maintains an inventory of all Network infrastructure and real property used on behalf of the Cooperative;
Provides monthly Network performance reports;
Maintains contact information for all Members and member agencies;
Serves as the custodian of records for the day-to-day operation of the Cooperative and maintains this Agreement and all other records of the Cooperative in accordance with the records retention and disposition schedule of the Administrative Managing Member;
Annually updates the PCWIN Business Plan, including a five-year financial forecast for approval by the Executive Committee and the Board of Directors;
Supervises, trains and evaluates subordinate professional, paraprofessional and technical staff, to include contractors;
Maintains operating procedures and policies;
Liaise with member agencies to establish and maintain mutual understanding and cooperation;
Liaise with the Administrative Managing Member, Network Managing Member, and Maintenance Providers to address operational and service matters on behalf of the member agencies;
Performs other duties as directed by the Board of Directors and the Executive Committee.

KNOWLEDGE & SKILLS:

Knowledge of:

- state and federal laws, rules and regulations pertaining to area of responsibility;
- principles and practices of effective supervision and management;
- County budget and procurement procedures and regulations;
- principles and practices of staff supervision, training, evaluation and professional development;
- records management and retention requirements;

- techniques and practices for dealing with members of the media and the public;
- techniques for making effective presentations both orally and in writing
- public safety land mobile radio communications system design, technologies, and application in law enforcement, fire, and emergency medical disciplines.

Skill in:

- planning, organizing and managing comprehensive operations related to assigned area of responsibility;
- supervising, training and evaluating assigned staff;
- establishing and maintaining effective working relationships with others;
- writing professional and technical reports;
- communicating complex and technical local, state and federal laws and requirements relating to areas of assignment;
- delivering efficient and cost-effective customer service relative to area of responsibility;
- using tact, independent judgment, discretion and prudence in dealing with those contacted in the course of work.

DESIRED QUALIFICATIONS:

The PCWIN Board of Directors and the appointing authority will determine the desired qualifications for this position at the time of recruitment. Typically a position in this classification would require a Bachelor's degree from an accredited college or university with a major in business, public administration, government, political science or other closely related field, and seven years of related professional experience of which at least two years were in a supervisory or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or appointment. Other certificates, licenses and/or professional registrations may be required and will be determined at the time of recruitment/appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.