

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin
This row is for Program Administrators & Project Managers ONLY		Identify Program or Project: MARCS Field Operations Tower Preventative Maintenance

POSITION NUMBER 20006360	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	35	Assists in program direction by relieving Field Operations Manager of administrative duties and business functions within the Multi-Agency Radio Communications System (MARCS) Business Office: <ul style="list-style-type: none"> <li>Maintains tower co-location, lease, and inventory databases</li> <li>Generates renewal letters, co-location and lease billings, and reporting</li> <li>Prepares purchase and bid requests to ensure proper purchasing methods are used and serves as liaison between suppliers, MARCS, DAS OIT and GSD.</li> <li>Creates budget narratives that specify business needs and project justifications, and include market research, value management framework and lean process improvements</li> <li>Develops proposals and presentations and represents Field Operations Manager at meetings and conferences and assumes responsibility and authority in Field Operations manager's absence</li> <li>Answers inquiries regarding policies and procedures and responds verbally and in writing on behalf of the Field Operations Manager</li> </ul>	Knowledge of (1) MARCS infrastructure (2) business administration; (3) asset management; (4) budgeting; (5) communication techniques; (6) public relations; (7) agency policies & procedures*; (8) government structure & process*;  Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office);  Ability to (10) define problems, collect data, establish facts, draw valid conclusions; (11) deal with many variables & determine specific action; (12) comprehend variety of technical materials and manuals; (13) record figures accurately; (14) handle sensitive inquiries for officials and general public; (15) deliver speeches before government officials, general public and end users; (16) travel to statewide tower sites and user facilities
	35	Develops, implements and directs policies, procedures, processes, guidelines, goals and key performance indicators for MARCS tower preventative maintenance programs. <ul style="list-style-type: none"> <li>Plans preventative maintenance scope, defines timelines, outlines phases, schedules resources, estimates costs, develops budgets and control costs, and ensures quality control</li> <li>Provides technical assistance, guidance and regular reports for senior management and stakeholders</li> <li>Identifies risks and risk response controls and opportunities for continuous process improvement and efficiencies</li> </ul>	Knowledge of 1, 2, 3, 4, 5, 7* Skill in 9 Ability to 10, 11, 12, 13, 16  *developed after employment
JOB CODE 63123	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
			Robert Blair JA _____
			DATE 4-23-18

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Assures all tower assets are properly documented and readily verifiable in all agency systems. <ul style="list-style-type: none"> <li>Coordinates equipment acquisition, installation and retirement activities</li> <li>Tracks equipment specifications, location, date of purchase, life expectancy, spare parts, service and salvage dates</li> <li>Serves as liaison between MARCS and DAS Asset Management</li> <li>Processes state surplus property turn-in documents for salvaged equipment</li> </ul>	Knowledge of 1, 2, 3, 4, 5, 7* Skill in 9 Ability to 10, 11, 12, 13, 14, 16.	
	10	Performs other duties as assigned: <ul style="list-style-type: none"> <li>Performs a variety of tasks related to remote communications logistical functions, data processing work and office operations as needed</li> </ul>	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8* Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16.	
		Must submit to & pass personal background check.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Blair</i>	DATE 4-23-18	