

<b>Closing Date</b>	8/25/2023
<b>Salary</b>	\$23.885/hr
<b>Job Type</b>	Full-Time/Grant
<b>Position</b>	Radio Communication Systems Coord (#03188112)
<b>Location</b>	Lincoln, NE
<b>Division</b>	Military Department (The Adjutant General)

**Position Description:**

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
  - o 79% employer-paid health insurance with four plans and coverage levels to choose from
  - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
  - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
  - o 156% state-matched retirement for state plans
  - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
  - o Wide variety of professional development opportunities
  - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
  - o Veteran’s Preference & Military Spouse Transition Program
  - o Public Service Loan Forgiveness Program through the federal government possibilities

Location: Nebraska Emergency Management Agency, 2433 NW 24th Street, Lincoln NE

**Examples of Work:**

Coordinates all matters relating to the operational capabilities and maintenance of communication equipment.

Ensures that government regulations concerning the installation and operation of communication equipment are complied with.

Compiles and maintains all records pertaining to the communications systems and submits the required reports and forms to designated authorities.

Consults, coordinates with, and maintains liaison with various federal, state, and local government agencies, public safety agencies, and public broadcast organizations to ensure the effectiveness of the communication networks.

Advises local government agencies on writing project applications and agreements for financial aid or grant funding.

Evaluates for approval project applications involving federal funds to support and expand the capabilities of the State Emergency Communications facilities.

Operates various equipment in the communications and warning networks to receive and dispatch messages, data, and other information, and to ensure the operational readiness of the equipment.

Advises agency staff on operational and technical communications matters to inform personnel of current and/or changed procedures, changes in equipment, and/or other data and information pertaining to the communications system.

Responds to verbal and written requests for communications information from citizens and federal, state, and local authorities.

Establishes and maintains a historical and current weather file and ensures that weather warnings are disseminated statewide.

Assists in establishing communications equipment maintenance contracts. May serve as coordinator for an agency's telephone communications system.

### **Qualifications/Requirements:**

**Minimum Qualifications Required:** Post high school coursework/training in electronics or radio and telephone communications AND experience in communications equipment operations including design, planning, installation and/or maintenance of communications systems. Management experience in the communications field is desirable. A Federal Communications Commission (FCC) Amateur Radio of General or higher is needed. (May be obtained after being hired.).

**Other/Special Note:** Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

### **Knowledge, Skills, and Abilities required:**

Knowledge of federal, state, and local communications, regulations, policies, and procedures; principles and techniques of management and supervision; principles and techniques of communications networks, operations, and procedures; federal, state, and local regulations applicable to the installation, operation, and maintenance of communications systems; emergency operations requirements and capabilities; warning procedures, equipment, and training used.

Ability to interact with others, sometimes under emergency conditions; communicate orally and in writing; keep accurate records; write necessary reports; operate communications equipment; detect malfunctions in the communications equipment; analyze communications problems and various situations and to take effective action; interpret and apply communications regulations, policies, and procedures; develop and maintain working relationships with representatives of federal, state, and local agencies and authorities.

Skill in training others to operate the communications equipment according to regulations and procedures; public speaking.

### **Instructions for Applying**

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

**To Apply: Applications must be made through [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov).**