



## Elbert County Communications Authority

P.O. Box 992

Elizabeth, CO 80107

# Position Announcement

**Job Title:** Manager, Elbert County Communications Authority (ECCA)

**Compensation:** TBD

**Hours:** TBD

**Deadline:** Open until filled

### Position objectives:

The Elbert County Communications Authority (ECCA) is currently seeking an energetic and collaborative manager to oversee the long- and short-term planning for the ECCA network, budget development and management, and oversight of daily operations. The ECCA manager works directly for the executive committee and the board of directors.

The position is primarily administrative in nature but may require field work to inspect and collaborate with ECCA contracted entities ensuring radios, radio towers and other technical components are functioning and operational. The manager for ECCA attends monthly and quarterly meetings and prepares documents for review and approval. The ECCA manager works with the State Office of Public Safety managers to plan, develop, and operate the DTRS radio sites and represent Elbert County with various ownership and usage arrangements.

### Responsibilities and Duties:

The duties and responsibilities listed below are intended only as a general illustration of the various types of work that may be performed.

- Take input from the contracted radio and maintenance entities , for changes and/or improvements to the ECCA network and radios.
- Work with members and the contracted radio maintenance entity to perform routine and failure maintenance of the ECCA network
- Manage contracts with generator, HVAC, and other vendors

Work with member stakeholders and the board for planning, budgeting, and purchases of stakeholder radios Works with the Executive Committee to develop an annual budget and future budgetary needs for up to 5 years. Identify, apply, and manage all aspects of grants including but not limited to contracting with vendors, submitting reimbursement requests, and managing the budget for ECCA

- Manages all stakeholders FCC licenses Create monthly progress reports and board meeting documents to present to the board for approval.
- Responsible for maintaining ECCA documents in accordance with state retention requirements.

## **Desired Experience:**

This position is experiencing an evolution in responsibilities and interfaces. The manager must be flexible in an environment of change and must have excellent people skills. Working well with others is essential.

Knowledge of, experience with, and skills in the following areas:

- Project management
- Budget development and management experience
- Analyzing data using spread sheets and other tools
- Grant writing, submission and management
- Land mobile communications including VHF, P25, point to point microwave
- Creating reports
- Working with a board of directors
- Managing contractors including scheduling work, observing and checking work, managing payments
- Knowledge of the legal aspects of emergency telephone service surcharges and how the PUC works.
- Understanding of the E 9-1-1 telephone system and 911 call routing, answering, and the working of a Public Safety Answering Point (dispatch)
- Working closely with a Finance Manager on the day to day and monthly income and expenditures

- Document organization and database management
- Web site development and management
- Good verbal and written communications skills

## **Minimum Requirements:**

### **Qualifications:**

- **A High School Diploma**
- **(5) years of experience working with project management and budgeting.**
- **(5) years of experience working with radios, radio systems, and associated applications.**

## **Additional Requirements:**

- **No felony convictions**
- **Valid driver's license**

## **Working environment/Physical Requirements:**

- Physical activities include frequent sitting, standing, and walking.
- Working outdoors in cold and heat, noise electrical hazards, hazardous materials, and mechanical hazards.
- Driving is required.