

## Communications Technician Job Description

This position requires technical, managerial and administrative work. The technician will be required to perform system design, project management and maintenance in support of the Alabama Regional Communication System, a digital trunked public safety communications system, and its facilities. This is a highly skilled position responsible for, but not limited to designing, recommending for purchase, evaluating existing radio transmitting and receiving equipment, overseeing microwave maintenance and repair, assembling, installing or overseeing installation of new radio and telephone equipment, maintenance and restoration work, and may involve origination, design, fabrication, adjustment, repair, and/or replacement of systems, circuits and components. Work will also involve specification writing, preparation, compilation and maintenance of various radio operations records, to include request for proposal, FCC licenses, parts, inventory records, equipment activity logs and database maintenance responsibilities. This is a temporary position for up to 6 months that will become eligible for permanent employment in March, 2012. Applications may be obtained from and returned to the Calhoun County Emergency Management Agency located at 507 Francis Street West, Jacksonville, Alabama 36265, or downloaded by visiting [www.calhounema.org](http://www.calhounema.org). Application packages must include cover letter and resume, along with the application and may be returned to [amarbut@calhounema.org](mailto:amarbut@calhounema.org) or the Calhoun County EMA. All Applications must be turned in by close of business on October 7, 2011.