



POSITION VACANCY ANNOUNCEMENT

Position: Radio System Administrator (FT)

Starting Salary: \$34.05/hour

Posting Date: July 27, 2026

Department: E911

FLSA Status: Exempt

Closing Date: August 28, 2026

Job Summary:

Oversees installation and monitors the Land Mobile Radio System (LMRS) P25 Trunked Network and provides ongoing support through the coordination of software and hardware upgrades as needed. To oversee and perform technical work associated with the administration, maintenance, and operation of the county's wide system. Ensures radio system design, and monitors system performance and security. Verifies system configurations, patch deployment, and analyzes talk group utilization. Adheres to county and departmental policies and procedures. Reports to 911/EMA Director or other designated persons and works with directors, supervisors, department heads, city designee, school board, elected officials, co-workers, vendors, consultants, and other IT professionals to provide technical support. This position is considered public safety, mission essential subject to recall and activation during emergencies.

Major Duties:

- Ensures the continual operation of the Land Mobile Radio System (LMRS) P25 Trunked Radio Network system through evaluation, testing and recommendation of all Network System equipment and configurations. Provides a change control system that will reduce the possibility of Radio Network System downtime. Evaluates performance of systems and programming to meet growing needs.
- Manages and provides technical consulting support on radio communications systems designs, improvements and modifications for all Radio Network System customers.
- Manages operational costs for Radio Network System. Assist with applications for state and federal grants that can be acquired to assist in expanding and improving the current radio system infrastructure; reviews and monitors maintenance contracts for system hardware/software; and review/approves invoices.
- Provides specifications and alternative options regarding Radio Network System support to include scheduling preventive and corrective maintenance. Performs system outage and disaster recovery planning in coordination with E-911 and emergency management. Coordinate the operations of the Radio Network System with affiliate agencies for the goal of interoperability between all major core agencies with similar systems.
- Designs, documents, implements, and tests Network System; develop strategies for maintaining Radio Network System infrastructure. Develops, documents and tests interoperability plans and security.
- Coordinates and performs installation, replacement, modifications, troubleshooting, upgrades and problem-solving activities on Radio Network System hardware and software, servers, and components.
- Performs critical fault isolation on Radio Network System hardware and software to minimize communication outages. Prepares and provides procedures for radio communications system operation. Develops and maintains emergency response operations plans and event planning.
- Assists in short- and long-term strategic planning to meet Radio Network System requirements.

- Radio Network System planning, security, performance, and testing. Provides RF Specialist & Systems Administrator with guidance. Coordinates and performs the repair and maintenance of the radio Network System and all related equipment. Aids E911 dispatch for all technical support needs for radio issues. Performs programming, basic troubleshooting, and repairing Network System, repeaters, base stations, land mobile radios, dispatch consoles, links, towers, antenna systems, P25 compliance, and transmission sites. Performs cleaning and preventive maintenance of equipment including tower sites as needed.
- Diagnoses, analyzes, and works to resolve/repair problems involving hardware, software, peripheral, or radio network problems, research costs of repairs or replacement of computers, peripherals, or components.
- Manages all frequencies utilized by the county with the FCC for all levels of RF and coordinates all tower related issues that relate to FAA rules and regulations.
- Manages maintenance, operation, and repair of the Radio Network System and associated communication equipment in the 911 Center to ensure effective communications. Summarizes data and prepares reports.
- Provides technical support, training, information, and assistance to system users; notifies users of scheduled/non-scheduled downtime; coordinates or performs training of end users; receives service requests, troubleshoots problems, interacts with end users to determine system problem errors; research documentation for resolution of problems; provides status report of trouble call to appropriate individuals.
- Serves as liaison between system and third-party vendors; communicates with hardware/software service representatives, technical support representatives, and utility company representatives; provides information concerning system operation, expansion, and maintenance appropriate.
- Schedules and implements modifications, upgrades, patches, and program fixes in system; checks system web site for latest patches and information; coordinates testing of modifications, upgrades, and patches for system and data integrity; schedules and coordinates system updates between users and vendors; coordinates activities with vendors and users to minimize system downtime; schedules and performs installation of new software releases and system upgrades; evaluates and installs patches; resolves software-related problems.
- Operate various computer systems, peripheral equipment, office equipment, and related tools such as a mainframe computer, personal computer, palm computing device, printer, monitor, terminal, server, tape drive, CD-ROM drive, modem, copy machine, facsimile machine, calculator, telephone, or two-way radio.
- May supervise and/or assist with technical training of designated subordinate personnel.
- Monitors radio traffic to ensure compliance with all federal, state and local rules and regulations.
- Performing other duties as assigned.
- Assist leadership and legal team with the creation of intergovernmental agreements and memorandums of understand that pertain to the radio system operation or function.
- Assist leadership and legal team with tower site land lease agreements and or procurement.
- Assist leadership and finance with RFP creation, bid review, and grading for radio system related projects.

Minimum Qualifications:

- Associate degree from an accredited college or university in Computer Science, Electrical Engineering, Information Systems, Telecommunications Administration or closely related field is preferred.

Habersham County is an Equal Opportunity Employer and a Drug Free Workplace.

- Five years experience in a Radio Systems Manager position or similar position.
- An equivalent combination of education and experience may be considered.
- Possession of a high school diploma or equivalent.
- Minimum 21 years of age.
- Ability and willingness to drive a county vehicle.
- Must meet all eligibility requirements established by the Board of Commissioners.
- Possess and maintain a valid Driver's License (Class C) and satisfactory motor vehicle record (MVR).
- Communication Unit Leader Certification .
- NIMS 100, 200, 700, 800, 300 and 400 within one year of employment.

Must pass a Background/Reference Check and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.