



## **RADIO PERSONNEL JOB FAMILY**

### **CAREER PATH**

#### **Director of Radio**

The Director of Radio is appointed by the Superintendent and directs the activities of the Patrol's Communications Division, which is responsible for the maintenance, day to day operation and administration of the Patrol's land mobile radio systems (LMRS). An individual in this position directs the coordination of division personnel, in cooperation with other entities, in maintaining the Missouri Statewide Interoperable Network (MOSWIN) radio system. This position requires considerable independent judgment and discretion in contacts with the public and personnel from local, county, state, federal, and private agencies. Considerable time is spent dealing with contractors and vendors to ensure compliance with state contracts. Work is performed under general administrative direction and is reviewed for conformance with prescribed policies and procedures for attainment of objectives.

#### **Knowledge, Skills, and Abilities**

Extensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of communications, as well as the laws, principles, and practices as they are related to implementation within the agency.

Extensive knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Extensive knowledge of and the ability to demonstrate successful use and operation of communications computer equipment, and associated software/databases in the performance of duties, as well as successful operation and use of designated communications and radio maintenance equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Extensive knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Extensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.



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Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people.

Ability to work hours as assigned, to include all shifts of a 24-hour per day period and be available for emergency call-in overtime.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to read and comprehend written materials, as well as effectively and accurately document information received.

Ability to demonstrate successful performance in researching, gathering, correlating, and analyzing facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance in comprehensive analysis and problem solving, as well as in following established protocol for providing court testimony.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)



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#### Minimum Requirements

Possess one year in grade as Section Chief in the Communications Division and must meet the qualifications outlined in Section 43.060 RSMo.

Must be a United States Citizen, a permanent resident, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### Necessary Special Requirements

- ❖ Must be a resident of Missouri and maintain that resident status.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.
- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ Must possess and maintain MULES and NCIC certification.
- ❖ Documented successful completion of at least 24 hours of state-certified communications continuing education required each three-year counting period in accordance with RSMo 650.340.
- ❖ Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

**Pay grade:** 5

**FLSA Status:** Exempt



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**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 02/01/2025

**Reviewed:** 02/01/2025

**Revised:** --