

**City of New York
Department of Information Technology & Telecommunications
Job Posting Notice**

Civil Service Title: Supervisor of Radio and TV Operations	Level: 02
Title Code No: 90436	Salary: \$62,910/\$72,347 - \$84,738
Business Title: Supervisor of Citywide Radio Network	Work Location: Brooklyn, NY
Division/Work Unit: Wireless Technologies	Number of Positions: 1
Job ID: 267801	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.
Job Description (NYC Residency is required within 90 days of appointment)	
<p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The successful candidate will serve as Supervisor of Citywide Radio Network reporting to the Wireless Technologies Division. Responsibilities will include: Supervise and assist staff members with daily assignments to include programming of Citywide Radio Network subscriber's radios; assist with fist echelon repair, shipping and tracking off the radios to vendor's depot for repair; training and instructing subordinates in proper work methods, technical procedures and all other aspect related to efficiency and safety compliance; maintain inventory of DoITT radio stock, service equipment, accurate records for software and equipment updates; monitor the vendor's performance in the maintenance of Citywide radio systems including the prime and backup control centers; interact with agencies' subscribers for support of their radios and accessories to ensure efficiency operation; help coordinate plan, deploy and assist in Mayoral and agency events; provide technical support for radio emergency communications equipment at planned drills and emergency incidents; handle special projects and initiative as assigned.</p>	
Minimum Qualification Requirements	
1. Five years of full-time satisfactory experience as a radio and/or television operator at least two years of which must have been in a responsible senior or supervisory capacity.	
Preferred Skills	
The preferred candidate should possess the following: A minimum of a college degree with a background in the latest radio frequency (RF) network implementation, operation and maintenance; experience working with emergency communication equipment; working knowledge of computer hardware and software; ability to write or generate technical reports and documents in Genwatch computer system; excel spreadsheets and Access database software; applicants should have a minimum of 3-5 years of relevant experience in the above tasks; familiarity with operating systems, including Windows Operating System, Remedy and Motorola software; and the ability to handle multiple tasks under tight deadlines.	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #267801 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #267801</p> <p style="text-align: center;">-or-</p> <p>If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: October 18, 2016	Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.