



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

Would you like to work for a place where you are an integral part of the Warren County Public Safety System providing technical support to public safety agencies? Would you like to have job stability, great benefits, a great retirement system and a great team to work with? Would you like to have 11 ½ paid holidays per year? Have ample sick time and vacation time that, if unused, may roll over to the next year? If so, Warren County Telecommunications is the place!

**POSITIONS AVAILABLE:**

**Communications Systems Analyst 1:**

This position oversees operational efficiency and effectiveness of assigned system platforms used for public safety. Responsible for the installation, maintenance, performance tuning and modification, trouble shooting, and related technical support of computers and network systems, networks, and supporting systems.

PAY RATE:	\$20.79 - \$27.00 PER HOUR
SCHEDULED HOURS:	8AM TO 5PM
CIVIL SERVICE STATUS:	CLASSIFIED

**Infrastructure Systems Analyst 1:**

This position oversees Telecommunications' infrastructure and related application and network maintenance. Ensures operability and compatibility required to make and keep the Telecommunications' Network and its components functional. Maintains relations with Political Subdivisions and attends meetings for internal and external customer relations.

PAY RATE:	\$20.79 - \$27.00 PER HOUR
SCHEDULED HOURS:	8AM TO 5PM
CIVIL SERVICE STATUS:	CLASSIFIED

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES FOR THESE POSITIONS

Warren County Commissioners are looking for someone like you that can do these things – and that person could be you! What is your next step?

Complete an application as follows: Click on Job Postings and then Click on Warren County Employment Application listed just below the job postings. Download to your desktop and email your application and resume to: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US). Applications will be accepted until positions are filled.

**PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747**

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Position Title:** Communications Systems Analyst 1  
**Class Title:**

**Incumbent:**

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**Department:** Telecommunications  
**Reports To:** Task Unit Leader  
**Pay Range:** #18  
**Probation:** 365 Days  
**Work Hours:** 8:00 A.M. to 5:00 P.M.

**FLSA Status:**  
**Civil Service Status:**  
**Employment Status:**  
**Lunch:**

**Non-exempt**  
**Classified**  
**Full-time**  
**Unpaid**

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**JOB RESPONSIBILITIES:**

Under general direction, oversees operational efficiency and effectiveness of assigned system platforms used for Warren County Public Safety; is responsible for the installation, maintenance, performance tuning, and modification, trouble shooting, and related technical support of computers and network systems, networks, and supporting systems.

Technical writing; to include vendor specifications, operating procedures, briefings, reports, charts, and graphs. May do Router configuration and maintenance, Server configuration and maintenance, and status button system Configuration and maintenance for Telecommunications infrastructure. Instructs and informs on proper usage and system status of the Telecommunication Public Safety network, maintains maintenance history records, and ensures system integrity.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Must be able to analyze problems accurately and translate the analysis into effective outcomes. Critical to this analysis is an in-depth understanding of Network, Security and system design and implementation.

Additionally, the incumbent is expected to solve complex technology challenges, such as integrating applications and infrastructure. Maintaining a focus on the problems being solved and the ability to link technology solutions.

Completion of secondary education or an equivalent combination of college level course work in basic electronic theory; two (2) years' experience in the maintenance and repair of communication or related electronic equipment; one (1) years' experience in radio systems engineering or maintenance, or equivalent combination of training and/or experience which evidences a thorough knowledge of radio system maintenance and operation to include but not limited to electronic test equipment, microprocessor control systems.

## **WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION**

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Experience in all levels of communications including computer systems design and operation, support, and maintenance with extensive experience in quality assurance, systems management, and personnel to complete required tasks.

Must possess:

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Proven ability to manage projects.

### **LICENSURE AND CERTIFICATION REQUIREMENTS:**

1. CompTIA Network+ Certification
2. Federal Communications Commission Amateur Extra License
3. Valid Ohio driver's license

### **ESSENTIAL FUNCTIONS:**

1. Analyzes and develops solutions to daily support problems associated with the assigned areas of responsibilities, computer operations, systems, and programming functions.
2. Under general direction installs scheduled upgrades of operating systems, vendor software and ancillary support systems; provides necessary follow-up including training to facilitate system operation.
3. Maintains and process numerous complex reports associated with systems and users.
4. Ensures confidentiality of program and report data, as required by law.
5. Operates general office and radio equipment.
6. Assists in inventory and invoicing of department equipment.
7. Operates electronic test equipment and performs specialized maintenance on electronic equipment, which includes potable, mobile and base station radio systems.
8. Interpret failure signals and take appropriate action to ensure public safety.
  - Coordinates repairs with vendors warranty issues or deals directly with vendors for repair status/warranty issues.
  - Provides formal and informal instructions to staff and technicians to help develop functional diversity of the job tasks.
  - Prepares drawings, schematics, diagrams, and records for system installation and maintenance.

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POSITION DESCRIPTION**

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9. Demonstrates a regular and predictable attendance.
10. Maintains a valid Ohio driver's license.
11. Must be willing to shift work hours as required, subject to being held over for system, application, or weather-related issues.
12. Tests new hardware and software system performance, compatibility, and feasibility; recommends changes to the supervisor.
13. Interacts with vendors and Agencies on hardware and software problems and maintenance requirements.
14. Maintains required licenses and certificates.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other job-related duties as required by supervisor.
2. Operates electronic test equipment and performs specialized maintenance on electronic equipment, which includes desktop, mobile, laptop, and handheld computers.
3. Works with other Telecom Units to carry out the mission of the department.
4. Work with Telecom Trainer to develop training classes and materials.
5. Provides instructional classes for basic operation of communications system and associated features.
6. May be required to travel within the county; to work nights, weekends, and holidays on an on-call basis; lift or move equipment for diagnosis or repair; and work under raised floors to check computer connections and cables.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

Knowledge of: general electronic theory; circuit analysis and troubleshooting; electronic test equipment and other specialized devices used in the repair, installation and maintenance of communications systems; current technical aspects of communications field; occupational hazards and safety regulations of the utilities trade; record keeping techniques; methods, equipment, and materials used in the service and installation of electronic equipment; computers, microprocessors and computer peripherals.

Ability to: interpret and apply related rules, codes, policies and procedures; install, maintain, and repair a variety of communications and related equipment; read and interpret schematic, wiring and digital drawings; construct circuits and control panels; identify and isolate electrical and/or electronic problems and equipment malfunctions; understand and follow oral and written directions; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; operate a variety of specialized equipment and tools; communicate effectively both orally and in writing; work at heights from antenna towers, platforms or trucks when needed; and observe and take safety precautions against occupational hazards.

- Skills: Programming - Writing configurations for various purposes.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Technology Design - Generating or adapting equipment and technology to serve user needs.

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POSITION DESCRIPTION**

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- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  
- Installation - Analyze equipment, machines, wiring, or programs to meet specifications and adaptability for intended purpose.
- Operations Analysis - Analyzing needs and product requirements to create a design and implement the project from design to operation.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Occupation Specific Tasks: Confer with users to discuss issues such as access needs, security violations, and programming changes.
- Generalized Work Activities:
  - Interacting with Computers - Using computers and computer systems (including hardware and software) to program, write/load software, set up functions, enter data, or process information.
  - Provide Consultation and Advice to Others - Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics.
  - Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
  - Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
  - Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
  - Knowledge of inspection and testing techniques; safety practices and procedures; operation and maintenance of telephony systems; equipment utilized in maintaining communication systems; equipment maintenance techniques; operating procedures of related equipment.
  - Ability to: deal with problems involving many variables; work alone; interpret detailed instructions; maintain accurate records.
  - Use drawing applications; use computer-aided design programs; interpret and understand schematic drawings and service manuals; use tools and equipment in the maintenance of electronic systems; perform minor mechanical repairs; operate equipment.

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**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS  
INHERENT IN THE POSITION DESCRIPTION OF:**

- The employee must negotiate, use, or work with or in the vicinity of:
1. Ability to accurately distinguish colors for high and low voltage power systems, warning lights in various colors (red, green, amber, etc.) and states (flashing, blinking, solid, etc.).
  2. Floor openings, wall openings and holes; open-sided floors, platforms, and runways; stairs.
  3. Fixed industrial stairs.
  4. Electric wiring.
  5. Emergency plans for evacuation purposes.
  6. Fire plans for the prevention of fire hazards.
  7. Accumulation of flammable and combustible waste materials.
  8. Handling flammables or combustibles.
  9. Equipment or fuel source.
  10. Storage and handling of liquified petroleum, propane, gasoline, and corrosives.
  11. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.
  12. Personal protective equipment. General requirements for use, care, and limitations of personal protective equipment. Occupational head, eye, and face protection.
  13. Fall protection – general application.
  14. Hazardous energy control (lockout/tagout).
  15. General requirement for safe use of tools and guarding, ability to use hand and power tools (digital voltmeter, screwdrivers, drills, pry bars, etc.)
  16. Telecommunications centers or at telecommunications field operations.

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

**The employee:**

1. Uses or works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.
4. Has exposure to hot, cold, wet, humid, or windy weather conditions.
5. Has exposure to hazardous driving conditions.
6. Ability to work from step ladders up to 10 feet above the ground or floor for up to 60 mins at a time several times per day.
7. Ability to lift to 50 pounds in and out of vehicles for no more than 10 mins at a time in all weather conditions.
8. Is subject to emergency call twenty-four (24) hours a day, seven (7) days a week.

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POSITION DESCRIPTION**

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

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(Date)

**Date Adopted:**

**Date Revised: 2021.05.21**



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POSITION DESCRIPTION**

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**Position Title: Infrastructure Systems Analyst 1**

**Incumbent:**

**Class Title:**

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**Department: Telecommunications**

**FLSA Status:**

**Reports To: Task Unit Leader**

**Civil Service Status:**

**Non-exempt**

**Pay Range:**

**Probation: 365 Days**

**Employment Status:**

**Full-time**

**Work Hours: 8:00 A.M. to 5:00 P.M.**

**Lunch:**

**Un Paid**

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**JOB RESPONSIBILITIES:**

Under general direction, oversees Telecommunications infrastructure and related application and network maintenance. Ensures operability and compatibility required to make and keep the Telecommunications Network and its components functional. Maintains relations with Political Subdivisions and attends meetings for internal and external customers relations.

Technical writing; to include vendor specifications, operating procedures, briefings, reports, charts, and graphs. May do Router configuration and maintenance, Server configuration and maintenance, and status button system Configuration and maintenance for Telecommunications infrastructure.

Develops system planning and new equipment needs assessment. Co-ordinate's system design and development configuration.

Directs research, development, and implementation of Telecommunication Systems. Instructs and informs staff on proper usage and system status of Telecommunication areas of responsibility, maintains maintenance history records, and ensures system and security integrity.

**QUALIFICATIONS: Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:**

Must be able to analyze problems accurately and translate the analysis into effective network and support. Critical to this analysis is an in-depth understanding of network system operation and implementation.

Additionally, the incumbent is expected to solve complex technology challenges, such as integrating applications and infrastructure. Maintaining a focus on the problems being solved and the ability to link technology solutions.

Completion of secondary education or its equivalent and (4) years' experience in electronic systems maintenance, or equivalent combination of training and/or experience which evidences and knowledge of electronic system maintenance and operation; to include but

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not limited to point to point and multi-drop data and voice circuits, public safety communications systems.

Experience in all levels of communications including systems operation, support, and maintenance with extensive experience in quality assurance, systems management, and personnel to complete required tasks.

Must possess:

- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Proven ability to manage projects.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio driver's license

CompTIA N+ Certification

Microsoft Systems Administrator

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**ESSENTIAL FUNCTIONS:**

1. Coordinates repairs with vendors warranty issues or deals directly with vendors for repair status/warranty issues.
2. Schedules install and repair personnel to ensure repair and new installs are completed on time.
3. Maintains telecommunications department parts & supplies inventory to assure minimum stock levels for timely repair.
4. Assists with designing new and existing departmental telephone architecture and prepares proposals for agencies.
5. Voice mail system administration and maintenance.
6. Maintains relations with Warren County Government Offices, Political Subdivisions and associated vendors to ensure their needs are being met.
7. Prepares drawings, schematics, diagrams, and records for system installation and maintenance.
8. Analyzes and develops solutions to daily support problems associated with the computer operations, systems and networks, and security systems.
9. Under general direction installs scheduled upgrades of operating systems, vendor software and ancillary support systems; provides necessary follow-up including training to facilitate system operation.
10. On Call rotation - scheduled for one week operation periods of which is on call 24 hours per day. Representing assigned Task Unit in the Incident Response Team.
11. Demonstrates a regular and predictable attendance.
12. Maintains a valid Ohio driver's license.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other job-related duties as required by supervisor.
2. Aids in negotiating contracts for Government Agencies to include In-Building Repeaters, Operating Solutions, Devices, Accessories, etc.
3. Operates electronic test equipment and performs specialized maintenance on electronic equipment, which includes desktop, mobile, laptop, and handheld computers.
4. Works with other Telecom Units to carry out the mission of the department.
5. Work with Telecom Trainer to develop training classes and materials.
6. Provides instructional classes for basic operation of telephone system and associated features.

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**KNOWLEDGE, SKILLS AND ABILITIES: (\* indicates developed after employment)**

- Hands on experience with wired and wireless networking, PC and server virtualization software, virus protection, patch management, backup systems, server topologies, disaster recovery.
- Microsoft operating systems, Data Center grade hardware, Virtualization/Consolidation systems, Storage Area Networks, Wireless Protocols, Managed Systems Operations, Development and Desktop Engineering, Radio over IP (RoIP), Voice over IP (VoIP), PC over IP (PCoIP), \*Computer Aided Dispatch systems, \*911 converged systems, \*Audio log recording systems.
- Demonstrated ability to manage multiple priorities and follow through on projects to completion, and proactively determines areas requiring additional attention, monitoring, or maintenance.
- Skills: Programming - Writing configurations for various purposes.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

- Technology Design - Generating or adapting equipment and technology to serve user needs.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Installation - Analyze equipment, machines, wiring, or programs to meet specifications and adaptability for intended purpose.
- Operations Analysis - Analyzing needs and product requirements to create a design and implement the project from design to operation.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Occupation Specific Tasks: Confer with users to discuss issues such as access needs, security violations, and programming changes.

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- Generalized Work Activities:
  1. Interacting with Computers - Using computers and computer systems (including hardware and software) to program, write/load software, set up functions, enter data, or process information.
  2. Provide Consultation and Advice to Others - Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics.
  3. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
  4. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
  5. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
  6. Knowledge of inspection and testing techniques; safety practices and procedures; operation and maintenance of telephony systems; equipment utilized in maintaining telephony systems; equipment maintenance techniques; operating procedures of related equipment.
  7. Ability to: deal with problems involving many variables; work alone; interpret detailed instructions; maintain accurate records.
  8. Use drawing applications; use computer-aided design programs; interpret and understand schematic drawings and service manuals; use tools and equipment in the maintenance of electronic systems; perform minor mechanical repairs; operate equipment.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS  
INHERENT IN THE POSITION DESCRIPTION OF:**

- The employee must negotiate, use, or work with or in the vicinity of:
1. Ability to accurately distinguish colors for high and low voltage power systems, warning lights in various colors (red, green, amber, etc.) and states (flashing, blinking, solid, etc.).
  2. Floor openings, wall openings and holes; open-sided floors, platforms, and runways; stairs.
  3. Fixed industrial stairs.
  4. Electric wiring.
  5. Emergency plans for evacuation purposes.
  6. Fire plans for the prevention of fire hazards.
  7. Accumulation of flammable and combustible waste materials.
  8. Handling flammables or combustibles.
  9. Equipment or fuel source.
  10. Storage and handling of liquified petroleum, propane, gasoline, and corrosives.
  11. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.

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12. Personal protective equipment. General requirements for use, care, and limitations of personal protective equipment. Occupational head, eye, and face protection.
13. Fall protection – general application.
14. Hazardous energy control (lockout/tagout).
15. General requirement for safe use of tools and guarding, ability to use hand and power tools (digital voltmeter, screwdrivers, drills, pry bars, etc.)
16. Telecommunications centers or at telecommunications field operations.

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

The employee:

1. Uses or works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.
4. Has exposure to hot, cold, wet, humid, or windy weather conditions.
5. Has exposure to hazardous driving conditions.
6. Ability to work from step ladders up to 10 feet above the ground or floor for up to 60 mins at a time several times per day.
7. Ability to lift to 50 pounds in and out of vehicles for no more than 10 mins at a time in all weather conditions.
8. Is subject to emergency call twenty-four (24) hours a day, seven (7) days a week.

**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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**(Employee's Signature)**

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**(Date)**

**Date Adopted:**

**Date Revised: 2021.05.21**