

Job Descriptions and Classifications



Communications Liaison

Section: Law Enforcement Member Services
Reports to: ILEAS Communications Coordinator
Supervises: N/A
FLSA Status: Non-Exempt

Job Summary

The Communications Liaison will work with ILEAS Communications staff to coordinate with local officials and numerous other agencies to develop interoperable communications plans that integrate with the statewide plan. This work will ensure that effective communication capabilities will be available to the entire first responder community. The work will require facilitating cooperation among governmental agencies and ensuring that the necessary tools and training have been secured to maximize effectiveness. This is done through responsible planning, excellent communication skill, knowledge of emergency management principles, and knowledge of statewide and federal interoperable programs and systems.

The Communications Liaison will maintain communications with and respond to first responder agencies, State agencies, Special Teams Managers and Regional Planning Coordinators representing agencies in matters of general communications, communications interoperability, STARCOM21 and national interoperable templates. This will give agencies and staff a point of contact for otherwise complex communications issues both during routine and emergency conditions.

Job Duties

Interoperable Communications Projects with Regard to Public Safety

- Assist and support the Statewide Interoperability Coordinator (SWIC) on work related to the Illinois Statewide Communications Interoperability Plan (SCIP)
- Assist and support the Statewide Interoperable Executive Committee (SIEC) on work related to the Illinois Statewide Communications Interoperability Plan (SCIP)
- Liaison and coordinate efforts between the Chicago/Cook County and St. Louis Urban Area Security Initiative (UASI) and the State of Illinois when appropriate to align the tactical and statewide interoperability plans
- Work closely with local interoperable communications projects to integrate the local tactical interoperable communication plans (TICP) and standard operating procedures with the statewide plans
- Coordinate and support all jurisdictions of local, state and federal governments statewide to facilitate planning and preparedness consistent with the SCIP as prescribed by the SIEC
- Assist the Illinois Emergency Management Agency with the Radio Amateur Civil Emergency Service (RACES) and other such AUXCOMM Communications Groups.
- Contribute efforts on various interoperability programs as assigned by SWIC
- Represent ILEAS at the State Emergency Operations Center (SEOC) when necessary.
- As needed, represent ILEAS on state level communication committees to include:
 - Strategic Technology Reserve Committee.
 - State Interoperability Executive Committee (SIEC)
 - STARCOM21 Advisory Sub-committee
 - Illinois State Police Emergency Radio Network (ISPERN) Board
 - STARCOM21 Users GroupOther state level communications committees as needed or assigned

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- Assist with updating and maintenance of the ITTF STARCOM21 database.
- Work with any Special Team to develop their COML's, Training, equipment, exercises and Communications Plans.
- Provide assistance to agencies on communications planning for special events and communications management during exercises.
- Conduct workshops and presentations to explain interoperable communications and equipment usage. On request, conduct presentations explaining communications resources available through ILEAS or state resources. Tailor presentations for maximum interest (public or private sector)
- Contribute information for the ILEAS website.
- Assist agencies by providing information to any organization concerning first responder communication resources. Collaborate with Mobile Training Units and other training sources to facilitate homeland security training and Interoperable communications training for local law enforcement
- Maintain an effective working relationship with State Police Communications staff
- Develop an effective working relationship with regional and state level mutual aid and first responder organizations
- Assist during the ILEAS Annual Conference and other ILEAS events
- Maintain and repair communications and electronic equipment supported by ILEAS and the Strategic Technology Reserve.
- Develop and modify radio configuration files and code plugs.
- Provide a periodic report of work activities

Strategic Technology Reserve Projects

- Participate in the management of the Illinois Interoperable Field Operations Guide.(I²FOG)
- Work with entities to develop and implement training for communications liaisons, technologists and other pertinent field roles
- Provide remote or in-person technical support to Strategic Technology Reserve units and assist with maintenance and repairs when necessary
- Manage State Strategic Technology Reserve assets to include but not limited to:
 - Unified Command Posts (UCP) and all associated vehicle and communications equipment.
 - Illinois Transportable Emergency Communications System (ITECS) including all vehicle and assigned communications equipment.
 - Inventory and Manage statewide radio cache units and other deployable equipment.

Communications Support Team

- Assist with the effort to create and maintain regionally based Communications Support Teams.
- Advise on member selection and training
- Aid in the establishment and enforcement of standard operating procedures for the teams
- Work with ILEAS Communications Staff to liaise with the SWIC and the IEMA State Emergency Operations Center to provide technical advice and guidance during actual deployments
- Conduct routine inventory and maintenance logs on each piece of STR Equipment and report findings and needs to ILEAS Communications Staff. Establish workflow plans and monitor compliance and assistance to host agencies in order to ensure asset viability.

Job Specifications

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Interoperable Communications

- Knowledgeable of the concepts and principles of interoperable communications and relation to emergency management and preparedness
- Educated and proficient user of Incident Command and National Incident Management System (NIMS) processes
- Capable of planning and implementing complex projects and programs
- Excellent oral and written communications skills
- Proven and demonstrable capability to successfully collaborate with disparate groups of first responders, volunteer organizations and other public safety agencies.
- Preferred experience being specifically responsible for a communications unit, 9-1-1 Center, PSAP, wide-area digital trunked radio systems, or other land-based mobile radio system.

Experience

- Prior experience in a public safety agency with responsibility for communications is preferred
- Experience on program development involving coordination among several agencies is preferred
- Knowledge of public safety communication processes and procedures
- Knowledge of STARCOM21 platform and statewide interoperability to include Statewide Communications Interoperable Plan (SCIP) and Illinois Tactical Interoperable Communications Plan (TICP)
- Working knowledge in the operation, maintenance, and repair of radio systems and related electronic equipment.
- Knowledge of Mobile Unified Command Posts (UCP) and Illinois Transportable Emergency Communications System (ITECS)
- Knowledge of emergency management principles and modern practices for emergency first responders.
- Training in approved command level ICS courses
- Familiar with the National Incident Management System
- Preferred completion of the FEMA Communications Unit Leader Course, and preferably a state-recognized Communications Unit Leader.
- Ability to effectively communicate and present ILEAS Communications objectives, programs and policies
- Capability to travel for in-person meetings, training and site inspection responsibilities.
- Capability to effectively communicate, both verbally and in written form, the required components of the Essential Functions (above)
- Accomplishments in developing and maintaining inter-agency relationships
- Participation in regional and state level communications emergencies, demonstrations, training and exercises.

Education

Any combination of education and experience necessary to fulfill the responsibilities of the position will be considered

General Information

Work Environment

- Work occurs at various locations: offices, at public safety agencies, meeting places, conference sites, emergency operations centers, as well as outdoors and at the scene of natural and manmade emergencies and disasters.

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- Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present
- Work can occur in, on, and around large vehicles such as mobile command vehicles and communications trailers.
- Possess a valid Illinois Driver's license at all times.

Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.