

Title: Public Safety IT Manager
PG: 63
Status: Non Civil Service
Position Reports to: Director of IT/Chief of Police
Department: IT/Police

Class Code: 2214
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly technical position involved in the management, planning, acquisition, and maintenance of Police and Fire Information Systems. This professional level position includes responsibility for the 24x7 day operation of mission critical Public Safety information systems. Job includes responsibility for integration and customization of public safety information systems. Work is done using a high degree of initiative and exercising independent judgment. Work is reviewed by regular conferences with the Director of Information Technology and Chief of Police.

ESSENTIAL FUNCTIONS:

1. Manages, plans, and budgets public safety information systems acquisition and maintenance.
2. Supervises technical personnel and/or coordinates with personnel responsible for public safety information systems maintenance.
3. Evaluates operational procedures and requirements, identifies needs with users, and develops system specifications and designs.
4. Performs Security Officer responsibilities per the CJIS Security Policy.
5. Conducts project management, planning, and implementation.
6. Evaluates various technologies for use by public safety personnel.
7. Informs, reports, coordinates, trains or directs training for computer systems within Public Safety.
8. Prepares general fund and capital improvements budgets, acquires and manages funds for technology systems.
9. Development of policy and procedures for use of public safety systems in a manner which ensures that all City, State, and Federal guidelines are satisfied and supports adequate management of critical information.

ADDITIONAL RESPONSIBILITIES:

1. Coordinates with City Staff and/or outside vendors to ensure adequate system operation and maintenance.
2. Preparation of annual budget by preparing purchase, maintenance, and other cost information.
3. Develop procedures for, configure, and maintain the CAD system, and other related information systems.
4. Must be technically skilled enough to serve as backups for direct reports and provide on call services.
5. Supervises system integration and customization of public safety systems using various technological tools.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Extensive knowledge of Public Safety Business needs, Systems, software, hardware, and management information systems.
2. Ability to interact and maintain effective relationships with public safety commanders, supervisors, officers, and technical personnel to accomplish the required tasks.
3. Knowledge of database systems, data modeling, and data analysis and management.
4. Ability to acquire technical proficiency in a variety of systems including GIS, Computer aided dispatch, and public safety records management.
5. Ability to communicate effectively with non-technical personnel and work with a variety of agencies including State and Federal law enforcement agencies.
6. Ability to direct and coordinate the work of technical subordinates.
7. Knowledge of programming using visual tools and SQL, including knowledge of Oracle.
8. Skill in oral communication and preparing written reports, research and survey data.

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9. Ability to utilize the techniques necessary to carry out assigned responsibilities.
10. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
11. Ability to make independent judgments and to solve administrative problems.
12. Ability to plan, assign, evaluate, and direct the work of subordinate personnel.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING & EXPERIENCE):

1. Graduation from a four (4) year accredited college or university with a Bachelors degree in fields such as computer science, police science, business or public administration.
2. Five (5) years experience in technology acquisition, project management, and database maintenance. Three (3) years experience in management of or supervision of technical positions
3. Previous experience in the development and implementation of Public Safety Records Management and, Dispatch Systems preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Ability to obtain FCIC users certification.
6. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.