

JOB TITLE: Coordinator, Systems Integration, Police Department

JOB CODE: 03.56

GRADE: 22

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: As a lead worker, to conduct the more difficult and complex studies and analyses of functions and activities for the purpose of anticipating and identifying information technology needs, defining user concerns and expectations, and providing advice and counsel for the resolution of issues and problems and achievement of goals for more effective and economical accomplishment of program and operational service objectives within the Police Department.

MINIMUM QUALIFICATIONS: A Bachelor Degree from an accredited college or university in Computer Science, Engineering, Business Administration, Mathematics, or a related field, plus three (3) years of progressively responsible experience in computer programming and systems analysis and design; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

- Considerable knowledge and understanding of the organizational structure, functions and goals and service objectives of the Police Department and organizations, including current and planned functions and activities.
- Considerable knowledge and understanding of the principles, techniques, and methodology of management and operational analysis.
- Expertise in computer programming and systems design, database management, network development and administration, the technology of current and anticipated mainframe, personal computer hardware and software development, and usage in an on-line computer environment.
- Comprehensive knowledge of distributed technology systems, application design, development, and implementation.
- Knowledge of the Police Department mission, goals, objectives, budget commitments/constraints, and operational costs.
- Ability to establish and maintain effective working relationships and interpersonal skills in the analysis, discussion and proposed resolution of problems and issues.
- Ability to communicate effectively, orally and in writing.

ESSENTIAL FUNCTIONS:

- As a lead worker and/or independently, maintains continuing contact and liaison with assigned organizational and functional areas to keep abreast of new or revised plans and activities, emerging problems and issues or other concerns involving the technology needs of the user environment.
- Reviews and assures that the quality of production distributed platforms are maintained by constantly reviewing changing needs, providing information, advice and assistance.
- Resolves problems and issues arising from system-wide protocols and hardware and software standards and differing and/or conflicting individual department or organizational technical requirements.

- Analyzes and evaluates the technical feasibility, time, and cost of integrating new or revised applications with the organization standard.
- Analyzes whether new operating environments would affect the system-wide organization infrastructure.
- Advises, counsels, and assists Police Department personnel in identifying, evaluating and weighing potential technical problems against the advantages and benefits of the proposed new applications.
- Actively participates in technology determinations and decisions that the Police Department must make in deciding upon requirements for new applications and advises and consults with appropriate personnel clearly conveying such requirements and assisting in appropriate technical solutions.
- Establishes priorities, coordinates system programming schedules and system documentation with other Police Department personnel.
- Develops appropriate test criteria and scheduling for acceptance testing.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are a highly important and essential part of this position. Contacts include City officials, employees, and other City departments to perform the essential functions described above for providing information, advice, counsel, and assistance on the development, implementation, and maintenance of systems using management information technology. Contacts are also with vendors in the discussion and evaluation of new and revised hardware and software proposals. The incumbent may also work on task forces with members of other agencies on special problems and issues of concerns of the City.

SUPERVISION RECEIVED: Under the direction of the Police Chief or designated representative who provides areas of assignment and who reviews and evaluates work in terms of contacts maintained, priorities established, service provided, and results achieved. Most of the work of the incumbent is performed on the basis of his own independent judgment and initiative.

SUPERVISION EXERCISED: May serve as a lead worker on team or task force leader on large, unique, and complex assignments in which the incumbent will establish priorities, assign, layout, and review work of other Police Department personnel. Directly supervises all members of the Support Services Division (MIS) Management Information Services) Unit on a day-to-day basis.

PHYSICAL REQUIREMENTS: Work requires sitting at computer screen for prolonged periods of time. This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Police Chief or designated representative.