SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Law Enforcement Data Processing Coordinator

Revision Date: 03/10
EEO Code: Technician
Status: Non-Exempt
Control No: 30406

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Administrative Captain, directs operations of the Police department's Information Services (IS) division. Coordinates computer support with the City's Information Systems (IS) Division, records monthly reports, solicits bids for and purchases information services (IS) equipment and performs computer programming and related activities. Designs and implements network structures as needed.

III. Essential Duties:

- Update records and develop files for Police department.
- Install computer software and hardware.
- Assist Police department personnel with Unix system.
- Assists department users of personal computers with software functions (Windows, Spillman, DocView, Groupwise, Corel, Microsoft Office, Fatpot, etc.).
- Design and structure Police department phone system to meet needs of department.
- Design and implement all network infrastructures (AVL, Video, etc.).
- Perform research and development of Police records management system.
- Solicit bids for and purchases department equipment according to City purchasing procedures; distribute and replace equipment as needed.
- Monitor and maintain patrol car video surveillance systems.
- Assist other City departments with access to Police department information.
- Punch down and label network connections as needed.

IV. Marginal Duties:

- Implement wiring, networking, mesh nodes and IP addressing.
- Troubleshoot and resolve problems with all Police equipment, including servers, network connections, desktops, laptops, patrol car videos, mesh node cameras, etc.
- Maintain all Police servers to achieve optimal performance, including monitoring backups and disk space.
- Provide basic training to end users on computer software and hardware use.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires at least two years of college with successful completion of computer-related classes.

Experience: Requires at least one year of job-related work experience with demonstrated competence. May substitute an equivalent combination of job related education and/or experience.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Database organization and concepts; structure of programming; wiring and network infrastructures; programming and programming languages, including Unix, Perl, Microsoft Office, ODBC and Crystal reports; mobile car surveillance systems; computer troubleshooting techniques; duties and needs of police officers; information and privacy laws and algebra/statistical methods.

Responsibility for: Responsibility for the care, condition and use of materials, equipment, money and tools; responsibility for the use of discretion and independent judgment in the creation and release of important and potentially damaging information; responsibility for making decisions affecting the activities of people—what to do, when to do it and how.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to professionally furnish and obtain information and develop effective working relationships; regular contact with the public, vendors, City employees and officials, requiring tact and judgment; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result.

Tool, Machine, Equipment Operation: Regular use of telephones, personal computers, printers, copy machines, fax machines, hand tools and mobile car surveillance system.

Analytical Ability: Effectively operate a variety of computer equipment; apply complex concepts to the solution of problems and performance of assigned duties; model programs to the needs of users for desired results; explain technical material in layman terms; supervise employees effectively; work well under pressure and impending deadlines; organize time and information; prioritize daily tasks and work independently.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and move objects up to 20 pounds.

Work Environment: Employee will generally work in a comfortable office setting with occasional exposure to inclement weather conditions; employee will work independently with minimal supervision. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate pressure is generated by frequent contact with other employees and the public and exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____