

TITLE: Police Systems Administrator

CLASSIFICATION: Classified

SALARY GRADE: C15

SCOPE OF POSITION:

Under general direction, develops and maintains overall functionality, security, and availability of the District's law enforcement information and access control systems and services. Establishes and maintains user accounts for department staff for District, county, state, and federal law enforcement systems and maintains related server infrastructure, hardware, and software.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Configures, tests, maintains, and installs network, server, workstation, and mobile hardware and software that enables access to state and federal law enforcement information systems, including Sonoma County Law Enforcement Consortium (SCLEC) systems and services. Maintains and updates the SCLEC CAD databases, user accounts, and settings related to buildings and properties in the District's jurisdiction.
2. Identifies and troubleshoots technology-related incidents for software and services. Reports resolution of issues to Information Technology department.
3. Coordinates and/or performs repair of all hardware, software, peripherals, and devices with District staff and third-party vendors. Performs follow-up work and ensures timely completion of repairs.
4. Develops, maintains, and deploys disk images for hardware/device configurations utilized by the department. Develops and maintains documentation of system standards, installation, and configuration procedures.
5. Maintains inventory of all technology and communications radios in use by the department.
6. Configures, maintains and implements building access control systems including alarm, intrusion detection, alarm annunciation devices, sensors, video surveillance systems, emergency call boxes, emergency alert systems and related software. Operates, troubleshoots, and performs minor repairs on access control system hardware.
7. Verifies that the scope of work in related bids/quotes comply with District standards, specifications, and existing systems/equipment.
8. Administers, maintains, and troubleshoots body worn camera (BWC) devices, equipment, network, and cloud-based storage. Monitors and tracks requests for video evidence. Receives requests for video evidence footage from courts, allied agencies, and citizen requests. Ensures proper handling, proper audit trails, and integrity of all BWC footage.
9. Administers, maintains, and troubleshoots District Police mobile devices, radios, and electronic citation hardware/software and associated servers and networks.
10. Serves as the Agency CLETS Coordinator (ACC) and Security Point of Contact (SPOC). Maintains training and testing records for District staff, prepares responses to various audits performed by the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI), and serves as the agency technical lead and confidential representative for the SCLEC.

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KEY DUTIES AND RESPONSIBILITIES – Continued

11. Monitors, analyzes, and responds to security threats to the District's law enforcement information systems, access control system, surveillance system, network devices, related servers, and workstation hardware and software.
12. Establishes and maintains user accounts for all law enforcement information systems and access control/surveillance systems. Configures cardholders and issues access cards for the District's access control system.
13. Works with District faculty and staff to ensure proper programming of automated access control schedules.
14. Trains and provides support to end-users in the use of law enforcement information systems, access control systems, surveillance systems, and related components.
15. Assists with designing, editing, and maintaining web pages.

KNOWLEDGE OF:

1. Principles, practices, and technologies of computer operations and systems analysis.
2. Current Windows Server operating systems, Active Directory and group policy.
3. Cisco network devices (routers, switches, firewalls), networking fundamentals: TCP/IP, wireless, DHCP, DNS.
4. Communications transmitters, receivers, and associated systems.
5. Website design and development.
6. Electronic systems such as computer-aided dispatch and access control systems.
7. Relevant local, state, and federal rules and regulations, policies and procedures, including basic provisions of the California penal and vehicle codes, and federal and state law enforcement telecommunications systems
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work effectively in high stress and/or emergency situations.
2. Maintain current knowledge of emerging information technology trends and developments.
3. Implement new hardware and software solutions.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing, with technical and non-technical users.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree in computer studies or a related field required.

EXPERIENCE:

3+ years of related experience working in systems administration and in providing specialized technical server and desktop support.

OTHER REQUIREMENTS:

- Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must obtain appropriate systems manager and/or installer/integrator certification for District's access control system within 6 months of hire.
- Must obtain CLETS Train the Trainer Certificate within 12 months of hire.
- Must be able to sit for a prolonged period of time in front of a computer monitor.
- Must be able to perform full range of motion activities, such as, but not limited to, walking, standing, lifting (up to 50 lbs. unassisted), or climbing while performing duties.
- Must satisfactorily complete a background investigation, which includes a polygraph.
- Occasionally required to work under inclement weather conditions.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).