



**Filing Deadline: 6/30/17**

**City of Coeur d'Alene  
Equal Employment Opportunity  
IT Systems Analyst Coordinator (Police Department)**

**Description:** Performs in a specialized manner the analyzation, design, implementation and management of information systems specifically to improve the efficiency and capabilities of the Police Department. Responsible for database analysis and design, evaluation of department automation needs, development of long-range plans, equipment and software acquisitions, assisting work groups in the evaluation and implementation of automation solutions, and managing automation projects that have a department wide impact. Also performs a variety of professional duties to ensure maintenance is complete, assigned projects are completed in a timely manner and includes the supervision of the Applications Analyst position. In addition, this class ensures availability of critical systems and plans for routine maintenance and replacement of integral parts while participating in the budget process for these needs. These duties are in accordance with established policies and procedures set forth by the Information Systems Network Administrator, the department, and state and federal agencies including Criminal Justice Information Services (CJIS). The work is performed under the direction of the Police Captain or designee and is performed in a general office environment with occasional field work.

**Salary and Benefits:** Starting monthly salary is \$4726 (\$56,721 annually) and position is eligible for an increase after 12-months of service with standard or above evaluations. An excellent benefit package is available (<http://www.cdaid.org/32/departments/hr/summary-of-benefits>) and membership in PERSI (Public Employee Retirement System of Idaho) is required. This position is Exempt under the Fair Labor Standards Act (FLSA) and therefore is ineligible for compensatory or overtime pay.

**Conditions of Employment:** A successful completion of drug testing is required and candidate must pass a polygraph and background check prior to employment.

**Required Education, Training and Experience:** Associate's Degree from an accredited college or university in Computer Information Systems, or related field, or have taken at least 60 credit hours towards a degree ; and four (4) years experience managing complex computer systems and databases; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Valid driver's license

**Knowledge, Skills and Abilities**

Knowledge of:

- Operation processes and procedures related to Windows 7 and above operating systems, Server 2008 and above.
- SQL and RDBMS design and management utilities;
- Computer repair and troubleshooting skills;
- Microsoft Office software;
- Web page design and maintenance;
- Data Privacy Laws / Practices including CJIS, FIPS, state, and local policies procedures to ensure compliance is met or exceeded.
- Mobile devices and connectivity to network infrastructures including, but not limited to: VPN, RDP applications, virtual server configurations and Advanced Authentication practices like NetMotion;
- Crystal Reports;
- Scripting languages for automating routine tasks – VBS and CMD shell;
- Supervisory techniques and practices;

Ability to:

- Plan and implement large technology related projects;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both verbally and in writing;
- Plan, organize, and coordinate a multi-user computer and/or software system;

- Prepare technical reports;
- Communicate effectively and establish working relationships with supervisors and co-workers;
- Ability to pass a background and/or criminal history check meeting the Criminal Justice Information Systems requirements;
- Manage resource conflicts.

**Examples of Work** (Illustrative Only)

**Essential Duties and Responsibilities**

- Understanding the needs of the department and creating, updating, and modifying systems to meet those needs;
- Manage and design the department's various databases including the Digital Evidence Retention System. Perform all tasks necessary to ensure valid data is collected and maintained, including compatibility and sharing of data between systems, and appropriate hardware to accommodate growth, and lead department wide projects.
- Perform various research projects, analyze information, and produce reporting materials.
- Coordinating the design, development, marketing, training and maintenance of projects assigned;
- Act as a liaison for the police department and other divisions including Municipal Services to address problems, concerns, and needs;
- Manages employee performance through training, coaching, and counseling including evaluation review process;
- Supervise the technical aspects of design, implementation, and monitoring of audio/visual surveillance systems;
- Performs troubleshooting and repair of department computers including mobile data computers in vehicles and a variety of peripherals;
- Installs hardware;
- Manages network servers both logical and virtualized, personal computers and peripherals;
- Design and implement information technology projects such as departmental information sharing and workflow enhancements, etc.;
- Provide input on budget planning and lifecycle prospects on information technology resources;
- Provides technical support and training to department employees;
- Maintains inventory of computer hardware and software.

**Other Duties and Responsibilities**

- After hours on-call rotation;
- May testify and present evidence in a court of law;
- Coordinate with various local, state and federal contacts on various technology data and projects;
- Perform other related duties as required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare written technical reports, troubleshoot and perform repairs on computers;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to make adjustments to computers, tools and equipment, and operate a motor vehicle;
- Sufficient body mobility, flexibility, and balance to work in an office setting and perform hardware or software installation duties which may require bending, stooping, kneeling, crouching, reaching, and working in confined spaces to lift at least 50 pounds and to work from a ladder or a roof.

**Application Procedure:** Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is Friday, June 30, 2017 at 5:00p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR , NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY.