

**CITY OF FONTANA
PUBLIC SAFETY SYSTEMS ADMINISTRATOR**

DEFINITION: The Public Safety Systems Administrator is responsible for the oversight and administration of the City's Police Department (PD) systems, applications, and compliance providing advanced application software support, systems analysis and diagnostic services to departmental customers, and lead IT projects. Incumbent functions with a significant degree of independence, has access to confidential information, provides direct supervision to assigned subordinate staff, and receives general supervision from higher level management and/or supervisory staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Plan, organize and direct efforts for the PD systems and the impact to operations
- Understand and maintain the Police CAD/RMS Systems, CLETS interfaces, and ancillary applications.
- Provide advanced level support for additional systems including phone recording, document management, mobile applications, ALPR, and others as needed.
- Understand and ensure systems compliance with all standards required of the PD by Department of Justice, CJIS, State of California, and any other regulatory agency or legal requirement.
- Participate in planning for budgetary expenditures as part of the financial management of the department.
- Prepare budgets across multiple fiscal years to ensure the ability to engage in and successfully deploy new systems and enhancements.
- Responsible for budgeting and expenditures with a broad range of vendors for support and services.
- Maintain new and recurring support agreements with vendors for IT and PD systems and services.
- Plan and prepare documents for proposed projects to include technical specifications, RFQ's and RFP's and cost benefit analysis.
- Analyze submitted proposals from RFQs/RFPs or contracts for new systems.
- Project planning to account for all aspects of system deployments including resource allocation, budgeting, timeframe, training, documentation, and scope.
- Develop, recommend, and implement system and process changes to improve operations and efficiencies.
- Analyze and develop data integrations, reporting and procedural improvements, and improve service delivery and reliability.
- Work with all IT and all available resources to improve system integrations and processes between City departments.
- Have an understanding of GIS systems and data available in the City and integrate those capabilities into PD operations.
- Provide project management leadership using IT Department and appropriate Project Management Institute standards and procedures.
- Give presentations to peers, managers, vendors and City Council members.
- Communicate clearly and concisely both orally and in writing.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 25 pounds; normal manual dexterity and hand/eye coordination; repetitive hand movement using a computer keyboard and mouse; corrected vision to normal range; acute hearing; written and oral communication; use of standard office equipment such as computers, telephones, copiers, calculators and facsimiles; frequent contact with other staff and vendors.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The incumbent must have knowledge and background in the following:

- Understanding of complex Police Department systems, applications, and interfaces.
- Experience managing multiple interrelated emergency services systems in a 24/7 environment
- Understanding of regulatory compliance with Federal, State, and local laws, City ordinances, and Departmental policies, including privacy and security requirements.
- Leadership, employee supervision and evaluation skills with the ability to delegate tasks as necessary.
- Excellent oral and written communications skills and the ability to give presentations.
- Thorough knowledge of methods and techniques used in the analysis, design and documentation of computer systems.
- IT Service Management (ITSM) and IT Infrastructure Library (ITIL).
- Windows-based workstations and related peripherals.
- Microsoft networking environments.
- Business workflow processes in the application areas they support.
- Knowledge of database design and administration principles in SQL.
- Budgeting procedures and techniques.
- Experience in software development using some or all of the tools identified in the IT Department's Programming and Database Standards document is highly desirable.
- Project management principles.
- Programming and software development experience is desirable.
- Microsoft SQL database design and development experience desirable.

- Ability to use a personal computer, telephone, and electronic devices.

EXPERIENCE AND EDUCATION:

Experience: Four (4) years of increasingly responsible management experience in business and systems analysis, which includes at least one (1) year of project management and one (1) year of supervisory experience. Experience supporting a public safety department is strongly preferred.

Education: A Bachelor's Degree from an accredited college or university with major coursework in Computer Information Systems or a closely related field.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and an abbreviated background investigation conducted by the Fontana Police Department. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.