CITY OF STUART
JOB DESCRIPTION

Title: **LAN SYSTEMS SPECIALIST**

Department: **Police**
Job Code: **3055**
Grade: **H15**
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Police Information Systems Coordinator, performs highly complex and specialized work involving technical knowledge in the operation and maintenance of a local network of personal computers attached to a main server/system at the police department. The incumbent in this class must be able to effectively and efficiently implement and operate new programs as they become necessary, as well as designing and programming new systems when needed. When needed professionally functions in a team capacity environment. Work is reviewed through oral and written reports and conferences and supervisory review for adherence to established policies and departmental rules.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Repairs and maintains police system security, network performance, personal computers, and peripherals.

2. Identifies and recommends solutions to systems' problems arising due to changes in operating requirements, contractual provisions, or new conditions.

3. Performs and maintains daily backups of data.

4. Troubleshoots and corrects errors in data entry caused by users and/or programming errors.

5. Handles requests for information and produces reports as needed.

6. Develops, prepares, installs and implements new software programs as needed.

7. Produces training materials and provides training on the use of new database systems.

8. Provides recommendations and requirements for new equipment purchases.

9. Maintains and modifies, as needed, user directories, email and password files.

10. Responds to 24-hour emergency callout, due to 365/24 hour operation, callouts occur frequently.

    NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A.   Training and Experience:

Associates Degree or higher in Computer Science with a minimum of two (2) years professional training and experience in the operation and maintenance of database management systems or an equivalent combination of training and experience. Florida Crime Information Center (FCIC) limited access certified, per Florida Department of Law Enforcement (FDLE) guidelines. Renewed every two (2) years and certification is good as long as employed by a law enforcement agency in the State of Florida.

Must maintain a valid Florida Driver's License.

B.   Knowledge, Abilities and Skills:

Knowledge of Personal Computer hardware and software systems.

Knowledge of current trends and developments in computer software applications.

Knowledge of Unix and Windows Operating Systems.

Ability to utilize problem-solving capabilities when dealing with large, complex computer software systems.

Ability to communicate effectively, orally and in writing and to write concise and clear reports.

Ability to write programs and implement a variety a software systems.

Ability to document system uses and programs.

Ability to install and remove computer components.

Skill in analyzing user problems and identifying solutions.

Skilled in the operation of motorized vehicles under adverse conditions.

C.   Physical Requirements:

Task involves frequent walking, standing, bending, stooping, kneeling, stretching, reaching; lifting, moving and carrying objects of moderate to heavy weight (50+ pounds, and occasionally very heavy weight (100+ pounds). Standard dexterity in the use of fingers, limbs or body in the operation of vehicles, office equipment, shop keyboards, and/or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Extended periods of time at computer keyboard.

D.   Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E.   Sensory Requirements:

Task requires sound perception and discrimination.
Task requires visual and color perception and discrimination.
Task requires oral communications ability.
Task requires odor perception and discrimination.
Task requires hearing perception and discrimination.

Approved: _____Date: _____
        Human Resources Director

Approved: _____Date: _____
        Police Chief

Received by:_____Date: _____
        Employee