

CITY OF BANNING, CALIFORNIA



Police Information Systems Technician

Job Code: 1416

FLSA

☐ Exempt

☒ Non-Exempt

JOB DEFINITION: Under general supervision of the Deputy Chief, performs a variety of tasks associated with local and wide area network operations, hardware/software maintenance and installation and related services in support of the City of Banning's Police Department's information technology system, phone system and radio system.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Provides a variety of technical information technology support and related services to the City of Banning Police department employees and related information technology systems/network. Researches, identifies and recommends solutions to specific and/or overall police department technology problems. As required, works with police department employees in groups and/or individually. Works with City Information Technology Coordinator to insure that operations in the Police Department are well integrated with the overall City information system. Teaches, instructs and/or trains staff on new programs or better usage of existing programs.

Plans, installs, maintains and monitors a variety of network and phone systems in the Police Department. Adds and/or upgrades and configures servers and computers and related devices. Updates, maintains, plans and implements network security measures. Constructs firewalls. Applies to network applications. Troubleshoots network/phone systems and applications to identify and correct malfunctions and other operational difficulties.

Monitors police department network/phone systems regarding functions, enhancements and improvements. Evaluates problems, solutions and improvement of policy technology scenarios. Prepares, provides and recommends solutions to police network needs. Assists in procuring products. Works with vendors regarding police department technology needs and services. Provides information and assistance within the scope of designated authority. Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports. Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of bookkeeping and/or accounting.
- Knowledge of the principles of file and records management.
- Knowledge of trends and practices in information technology and networking in a law enforcement environment.
- Knowledge of phone systems, police records management systems, computer automated dispatch systems and the California Law Enforcement Teletype System (CLETS)
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software and operating systems/applications.

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MINIMUM QUALIFICATIONS: An A.S. degree in Computer Science, Programming, System Analysis, Network Development or closely related field AND three years of networking, programming, system analysis, configuration, installation and/or repair or closely related experience, preferably in a law enforcement environment. A Bachelor's degree in the above listed field is also preferred.

ADDITIONAL REQUIREMENTS: May be required to lift and/or carry heavy, bulky supplies, materials, equipment and/or items weighing up to 50 pounds. May be subject to call out and/or call-back. Must undergo a rigorous and intensive background investigation.