



## Job Description

### Town of Westerly

Job Title:	IT Systems Administrator								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Chief of Police			Supervision Exercised:			None		
Last Revision:	10/2016								

#### **General Summary:**

This position is responsible for administering the public safety information systems utilized in the Police Department which includes local network, mobile network, surveillance systems and access control systems, as well as, performance monitoring, periodic maintenance, updating, backups, and replacement.

#### **Essential Functions:**

1. Administers all public safety systems utilized by the Police Department.
2. Maintains all licensing and services agreements related to the public safety systems.
3. Performs network administrator functions which includes maintaining user accounts for a variety of systems and building access control.
4. Performs backups and updates on a regular basis.
5. Reviews current security trends and threats and plans and implements appropriate equipment upgrades.
6. Provides user support by performing general help-desk activities, trains employees on various software programs, and assists in formatting template documents.
7. Troubleshoots hardware/software compatibility issues related to casework.
8. Maintains licenses and contracts by renewing licenses and contracts on a timely basis and reviews existing contracts/licensing to ensure proper coverage.
9. Coordinates contractual service/maintenance repairs and researches the best option for the department.
10. Maintains surveillance systems by monitoring functionality of in-house cameras and town-wide systems and trains users on access of in-house camera system.
11. Recovers and reviews footage for case and evidence discovery and plans and implements replacement or additional cameras as needed.
12. Performs access control functions by assigning/revoking access to building and ensuring functionality of all FOBS, remotes, readers, and remote access consoles and replaces equipment or coordinates repairs as needed.
13. Acts as webmaster for the department by updating pages with pertinent information as necessary and reviews social media posts pertaining to the department.
14. Ensures website functionality and W3C standards compliance and reviews and updates rosters, phone lists, and other documents on the intranet.

15. Maintains mobile network by ensuring aircard connectivity through Verizon to IMC switch and periodically updates and maintains databases within each MDT.
16. Troubleshoots a variety of software and hardware issues throughout departmental systems.
17. Performs monthly error checks for IBR submissions and prepares and sends IBR and race data to the state and assists with collection of statistical data.
18. Reviews and seals dispatch logs.

**Other Functions:**

1. Attends conferences, seminars, committee meetings as required.
2. Creates and maintains ID cards.
3. Creates and formats various documents.
4. Other related duties as assigned.

**Education & Experience:**

Education:

Bachelor's degree in Computer Science, Information Systems, public administration, business administration, or related field.

Experience:

Three years of experience in information systems administration.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Knowledge in the principle, practices, laws, regulations and procedures of technology in a networked environment.

This position requires the following skills:

- Administrative skills in the areas of computer technology and support.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word

**Licenses & Certifications:**

CompTIA A+ certification or other related IT professional certification is highly desired and will be required within one year of employment.

Possess a valid driver's license.

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough police background check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>x</b>		
Walk		<b>x</b>		
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl	<b>x</b>			
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver's license)	<b>x</b>			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds			<b>x</b>		
Up to 25 pounds			<b>x</b>		
Up to 50 pounds			<b>x</b>		
Up to 100 pounds			<b>x</b>		
More than 100 pounds		<b>x</b>			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
<b>x</b>	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts		<b>x</b>			
Work in high places		<b>x</b>			
Risk of electrical shock		<b>x</b>			
Risk of radiation		<b>x</b>			
Work in extreme weather conditions		<b>x</b>			
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals		<b>x</b>			
<i>Special Vision Requirements</i>					
<b>x</b>	Close vision	<b>x</b>	Distance vision		
	Color vision	<b>x</b>	Peripheral vision		
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*