



City of Loveland Position Description

Systems Manager

Pay Range:	7	Department:	Police
Daily Reports To:	Police Chief	Employment Status:	Full-time
FLSA Status:	Exempt	Civil Service Status:	Unclassified

GENERAL PURPOSE

Under general administrative direction manages and maintains all police department data in accordance with department and public record regulations. Serves as the systems manager providing technical support to the team as it relates to information systems / IT services.

MINIMUM QUALIFICATIONS

Job Specific Qualifications

- Must be able to read and write the English language
- Must present with a clear criminal history and have the ability to pass a background investigation, truth verification test, and psychological examination
- Must be of good moral character, temperate, and have industrious habits

Education and Experience

- High school diploma or GED
- Bachelor's degree from an accredited college or university with major course work in business or public administration, information systems, communications, or related field
- 5 years of increasingly responsible systems / data base management or IT services
- Ability to troubleshoot and fix common software and operational system issues

Necessary Knowledge, Skills Abilities

- Microsoft Windows and Office
- Operating knowledge of information systems, networking, and communications protocol
- Basic knowledge of budgeting and business structure
- Basic knowledge of Microsoft SQL and SQL reporting
- Data processing techniques and procedures
- Database management
- Records management
- Understanding and ability to interpret public records laws and policies
- Ability to delegate tasks as necessary to meet deadlines
- Ability to communicate effectively orally and in writing
- Ability to anticipate needs and plan for changes

Licensure or Certification Requirements

- Must possess, or be able to obtain by time of hire, a valid driver's license

Minimum acceptable characteristics (*indicates developed after employment)

- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors
- Ability to maintain confidentiality



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- Ability to effectively manage time, meet deadlines, and to adapt to changing conditions and priorities
- Ability to exercise independent judgement and discretion and to work without direct supervision
- Department regulations and policies and procedures*

SELECTION GUIDELINES

Formal application; review of education and experience; other appropriate testing which may include: oral interview; background investigation, psychological evaluation, truth verification test, drug screening test, final selection.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- Maintains and manage all police data in a manner that assures departmental compliance with the public record laws and policies
- Manages departmental access to several secure databases including RCIC, LEADS, NCIC, and OHLEG,
- Sends data and information to various state, local, and private organizations
- Maintains all information technology within the department
- Trains other staff members on systems functions and provides support as necessary
- Represents the department at meetings and functions related to police systems
- Facilitates the maintenance of all Police Department facilities
- Processes all invoices and authorize purchases
- Assists the Police Chief with data gathering and input for a variety of tasks and special projects
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions

PERIPHERAL DUTIES

- Assists all customers to fulfill requests
- Works with the Operations Assistant and the front office team to complete required tasks
- Participates in cross training of all front office duties
- Performs other duties as required

EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Various types of office equipment including but not limited to computer, copier fax machine, calculator, telephone console, and vehicle.

Computer desktop, laptop, tablet, and smartphone use are also required. Software programs to capture, store, and recall data as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (For purposes of O.R.C. 4167)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, manipulate objects; reach with hands and arms; stoop, kneel, talk and hear.



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The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The position is located in an office setting and the noise level in the work environment is usually moderate.

Physical Requirements Not Obvious from Essential Functions:

May be exposed to situations that present high stress.

SIGNATURE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)