



## Job Description

**Job Title: Police, Systems Administrator**

**JTC: L23**

**Salary Range: D05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for technical work with computers requiring knowledge of data communications equipment, wiring and cable configurations, and the installation, operation and maintenance of computer, video and audio media systems.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skills and ability to build and maintain databases utilizing software programs and technology. Configures, optimizes, fine-tunes and monitors operating system software and servers. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Knowledge of internet operations; network infrastructure; various computer platforms and operating systems; standard software applications including database, spreadsheets, word processing and desktop publishing. Stays up-to-date on current trends and technology.

Possesses strong problem-solving, analytical, time management and communication skills. Able to analyze, troubleshoot and resolve system hardware, software and networking issues in a timely manner. Performs backup operations ensuring all required file systems and system data are successfully backed up to the appropriate media; recovery tapes or disks are created, as necessary. Assists in the formulation of policies/procedures and best practices for user applications.

Ability to establish and maintain working relationships with a diverse, multicultural DCCCD network community, internal and external to the district including partnerships with consultants, contractors and/or vendors. Able to multitask and adapt to changing work environments, work priorities and organizational needs.

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installation to support an organization's application systems. Installs operating system software, patches and upgrades.

Effectively transmits ideas, instruction and information through clear, concise written and verbal communication. Protects the privacy and confidentiality of records and documents. Ability to provide excellent customer service.

## PHYSICAL REQUIREMENTS

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computers, calculator, copier, and fax machine. May be required to lift or move materials and equipment weighing up to 50 pounds. Some crawling, reaching, handling, sitting, standing, pushing, bending, crawling and pulling. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree or technical training certificate. Three years of experience in the field of mobile technology management, application integration, technology customer service or related area. Experience in Windows Server (recent and current versions), virtual environments, and other network operating systems with an understanding of TCP/IP protocol used for network communications. Official transcripts or certifications will be required. *\*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint check.\*\*\**

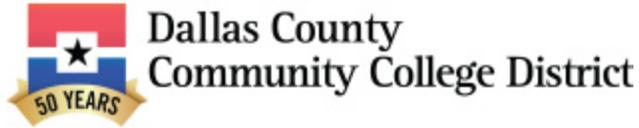
## ESSENTIAL DUTIES AND RESPONSIBILITIES

Understands current police technology including selection, implementation, performance and maintenance of computer aided dispatch (CAD) and record management system (RMS) software; mobile data computers (MDC), digital video recorders and portable radio systems. Integrates data storage systems and applications for officers and preserves system integrity. Assists in the development of policies and controls to ensure data accuracy, security, and legal and regulatory compliance. Ensures that the Police Department's network and personnel are in compliance with all applicable laws, rules, regulations and policies.

Facilitates the exchange of database information with crime mapping and other related analytical software packages. Networks police mobile environment (MDCs, DVRs, dash mounted, and body worn cameras); replaces failed components and installs software as it relates to the server. Performs general policy technology maintenance; assures proper system interface.

Monitors equipment enhancements and computer industry advancements to determine needs and feasibility of computer upgrades; recommends the purchase of hardware and software needed to operate the system; prepares request for bids for proposed projects utilizing technical experience and knowledge; installs upgrades as approved. Works closely with District IT and campus technology departments in developing, coordinating and networking all aspects of software/hardware acquisition and interface, design, upgrades, storage and system performance and maintenance.

Makes decisions that align with the vision, mission, goals and values of the department and DCCCD. Oversees management of all police related records and maintains appropriate documentation. Assist others in defining problems on the police servers for both software and hardware systems and effecting corrective action to restore desired operating levels.



Effectively uses interpersonal, communication and diplomacy skills when interacting with individuals of different social, economic and ethnic backgrounds.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*