



City of Port Angeles

Internal/External Recruitment Announcement

**Opens:
November 7, 2023**

**First Review:
November 29, 2023**

Systems Coordinator Police Department

Job Summary

Under supervision of the PenCom Deputy Director, responsible for the computer application hardware, telephone system, and other supporting technologies for PenCom. Maintain Public Safety Microsoft Windows Server-based applications running in a virtual server and workstation environment, networked Windows Workstations as well as support numerous communications links to multiple remote systems. , Duties involve working with Chiefs of various public safety agencies and their respective IT staff who are users of PenCom Public Safety services. The position requires considerable discretion and the ability to analyze and resolve conflicting interests and situations in the best interests of the user agencies.

Essential Functions

- Perform network, communications, and Public Safety application support duties including hardware and software installation, system upgrades, network configuration, and end-user assistance.
- Maintain server and PC operating systems including installation of new O/S versions and Windows updates.
- Perform professional level systems analysis, design, and application coordination in programming and maintaining of Public Safety systems, PC, network, and mobile data applications.
- Analyze problems, formulate solutions, and design systems procedures for the user agencies of PenCom. Recommend systems, documents recommendations, and assist in purchasing of technology based acquisitions.
- Prepare and maintain system, application, and network documentation files. Develop, modify, and publish user documentation as necessary.
- Maintain, upgrade, and correct existing system programs, applications and procedures.
- Assist in developing system design, preparing request for information (RFI), and writing requests for proposals (RFP) for new systems and applications. Install, test, and monitor applications systems, as well as monitor contractual compliance by outside vendors and consultants.
- Coordinate maintenance of software and hardware, and customer service between vendors and staff. Conduct research, prepares written reports, develops recommendations, and assists in the budget process.
- Develop, update, and publish long and short-term technology plans.
- Ensure security continuity for user profiles network connectivity, systems and applications. Assure all Public Safety networks, applications, and outside connectivity meet federal security guidelines including CJIS and HIPPA policies.

- As assigned, represent the Police Department, PenCom Dispatch and/or other PenCom Public Safety agencies at various meetings and serve on committees and boards regarding information technology and system usage and application.
- Handle vendor and end-user service calls maintaining records of such requests and resolutions.
- Coordinate data exchanges with state and federal data warehouses. Ensure the on-going maintenance of associated applications, servers and secure connectivity.
- Ability to manage network environment to connect various PenCom agencies and users to the Public Safety applications and databases.

Key Tasks

1. Serves as Active Directory 9ad0 domain user, and computer administrator
2. Creates and updates Group Policy Objects (GPOs) to implement user and computer policies
3. Configures and administers system center configuration manager (SCCM)
4. Create, distribute and update a software catalog for standardization and license management
5. Utilizes SCCM to deploy Operating Systems (OS) and Applications including Office 365 (O365)
6. Utilizes SCCM to deploy updates and patches. Monitors and reports compliance
7. Utilizes SCCM to deploy end point protection (anti-virus/anti-malware). Monitors and reports compliance.
8. Administers O365 Email client accounts, provides searches for Public Records Requests
9. Performs SQL database connections, administration and maintenance.
10. Configures and administers Domain controllers, DHCP servers and DNS servers
11. Consults network vendor to configure routers, switches, firewalls, VLANs, subnets and VPN.
12. Coordinates with vendors for supported systems including network management and monitoring
13. Administer Viper Power 911 phone system
14. Administer Zetron MAX Dispatch radio console system

Salary

\$38,893 - \$46,428/hour (\$80,897.44 - \$96,570.24 annually) plus benefits.

AFSCME Local 1619 Represented Position

Qualifications

Education

- Associate of Arts Degree in in computer science, information systems or a related field. Bachelor's degree is preferred.

Experience

- Five (5) years' experience in windows-based systems/server maintenance and network management including the following but not limited to Active Directory Management, Office 365 Management, end user support, group policy creation, database administration, Fortinet network administration and client-based site to site VPN is preferred. However applicants with at least 3 years progressive experience in the above may be considered.

Certificates or advanced training:

- Current Microsoft MSCE certification; Certified Informations Systems Security Professional (CISSP); A+ Certification. courses in data exchange modeling.

Other necessary requirements:

- Possession of or ability to obtain a valid Washington State driver's license within thirty (30) days of appointment, and a good driving record.
- Successful applicants must pass background investigation, polygraph, psychological exam and pre-employment drug screen prior to hire.

A combination of education and work experience that provides the requisite skills will be considered.

To Apply

Apply online at www.cityofpa.us. Please complete the online application and attach a letter of interest and resume. First review of applications will take place **November 29, 2023**.

Selection Process

Applicants will be evaluated on the qualifications and related experience. Only those selected for an interview will be contacted.

Human Resources Office

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