

MONROE COUNTY SHERIFF'S OFFICE

CLASS TITLE: IMS Systems/Network Administrator

Pay Range: 113
Exempt: Yes
Shift: 8 HR w/Holidays

This class involves the supervision of all agency information technologies. The work involves analysis, design, programming and maintenance on multiple computer software/hardware platforms. Directs a staff of computer personnel and coordinates all data needs within the agency. Troubleshoots problems and recommends best courses of action. In general, the position is that of Systems Administrator--tasked with keeping all computers on-line, performing optimally on a day-to-day basis, while continuing to plan and work towards future improvements and enhancements in all aspects of computer use. Work is performed under the general supervision of the Information Management Director.

QUALIFICATIONS REQUIRED:

Bachelors degree in computer science or related field from an accredited college or university; courses should have emphasis on mainframe computer operations; experience in a supervisory capacity, hardware/software, computer systems analysis and design, and law enforcement is preferred.

JOB COMPLEXITY:

Work involves advance technical computer skills and activities. Plans and organizes the activities of the Information Management Division; may be required to program computers or coordinate programming with outside contractors. Maintains and manages all computer systems within the agency.

CONSEQUENCE OF ACTIONS:

Ultimately responsible for assuring that the Agency's computer system is operating correctly. Safeguards the Agency's computer system.

ASSETS:

Responsible for the maintenance of the Agency's computer system.

WORK CONTROLS:

Work is performed under the supervision of the Director of Information Management.

- 80% - Analysis, design, programming and maintenance on multiple computer software/hardware platforms
- 20% - Supervises the agency's data processing activities.

PERSONAL CONTACTS:

Generally, contacts are with members of all levels within the Agency and federal, state and local governmental agencies and outside entities. Position may require the individual to meet with vendors and contractors of the Agency's computer systems and its supplies.

SAFETY OF OTHERS:

Position does not require responsibility for the safety of others.

PHYSICAL EFFORT:

Position does not involve physical effort beyond that encountered in normal everyday activities.

- Work may require long periods of operating keyboard devices or visual display terminals.
- Light lifting (up to 30 pounds)

HAZARDS:

Work is performed in surroundings that present occasional hazards when working with computer wiring.

WORK ENVIRONMENT:

Work is performed in a typical office setting.

- works indoor - office setting
- works indoors in a jail facility, restricted access to certain areas

SUPERVISORY AUTHORITY:

Assigns and reviews work of the members working in the Information Systems Division.

PERSONNEL SUPERVISED:

Direct supervisor to the members of the Information Systems Division; indirectly supervises anyone using an agency's computer system.

ESSENTIAL JOB FUNCTIONS:

Manage multiple versions of Windows O/S, including server visualization.

Responsible for all network installations, cabling, troubleshooting, and security. TCP/IP knowledge a must.

Manage Windows Domain Policies and security.

Manage Windows Updates and WSUS server.

Install, manage and administer multiple MS SQL databases.

Manage Microsoft Exchange Server for in-house and Internet email.

Manage implementation of one hundred sixty Mobile Patrol PC's using Cellular data and NetMotion for wireless communication.

Install, manage Arbitrator server, and SQL database for 160 Body-Worn Cameras. Also, train end-users.

Manage and maintain a county-wide high-speed share Metro Ethernet data network using IP. Includes installing and configuring Brocade Layer 2/3 switches and WatchGuard firewalls for VPNs to remote sites.

Install and maintain WatchGuard XTM firewall clusters for Internet security.

Maintain all the critical Criminal Information Computers and their interface to the statewide network.

Monitors use and ensure maintenance of agency computer system.

Plans, organizes and directs the activities of the Information Systems Division.

Establishes production schedules and ensures that quality control standards are implemented.

Coordinates maintenance and repair of Agency equipment.

Advises management on system capabilities, recommends procurement of system enhancements and orders equipment and supplies.

Ensures that system users list is accurate and up-to-date.

Audits reports produced for accuracy, completeness, timeliness and compliance with prescribed standards.

Monitors and maintains electronic automated systems.

Monitors and maintains the communication network among users.

Resolves hardware and software problems at all Agency sites.

Manage critical daily and weekly backups are run and tracks all system errors.

Project manager on special agency projects.

Establishes policies and procedures to safeguard equipment and data integrity.

Program computers and coordinates programming with contractors as required.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the use, care, terminology and operation of on-line computer/data processing systems and peripheral equipment.

Considerable knowledge of technical problems implicit in the operation and administration of computer systems.

Considerable knowledge of information sort and search techniques, indexes, and related data structures applicable to filing and records management systems.

Ability to plan organizes, direct and evaluate the operation of data processing activities.

To use and explain reference materials, manuals and guides related to system operation, use and maintenance.

Ability to identify discrepancies or inaccuracies in data or malfunctions in equipment and make corrections.

Ability to train system users in proper data processing techniques and procedures.

Ability to install system software and peripheral equipment as required.

Ability to identify available industry equipment and systems and evaluate their applicability to Agency needs.

Ability to communicate effectively both orally and in writing.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability

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