

**BONNER COUNTY**  
**Job Description**

**Job Title:** Public Safety IT Administrator  
**Department:** Sheriff's Office  
**Reports To:** Sergeant, SO Technology  
**Elected Official:** Sheriff  
**FLSA Status:** Non-Exempt  
**Original Date/BOCC Approved:** October 1, 2021

**Summary:** Under limited supervision, performs analysis, design, implementation and management of information systems specific to public safety systems. Assists in database analysis and design, evaluation of department automation needs, development of long-range plans, hardware and software acquisitions, assisting work groups in the evaluation and implementation of automation solutions, and managing automation projects. Performs a variety of professional duties to ensure maintenance is complete, assigned projects are completed in a timely manner. In addition, this position ensures availability of critical systems and plans for routine maintenance and replacement of integral parts while participating in the budget process for these needs. These duties are in accordance with established policies and procedures set forth by the Sheriff's Office, local law enforcement, fire, EMS, state and federal agencies including Criminal Justice Information Services (CJIS). The work is performed to directly support the Sheriff's Office Public Safety and First responders in a general office environment and varying field locations, subject to 24-7 support.

**Essential Duties and Responsibilities:** The following duties are representative of the duties of the position when fully functioning. These are not intended to represent the entire functional capacity of the position at the individual task level.

- Analyzes and evaluates data modeling for existing or proposed systems and facilitates computer systems to process data.
- Works closely with the SME vendors; collaborating on projects to determine solutions, most of which are hardware based.
- Administrates network and computer systems; controls system maintenance operations; and performs related work.
- Researches, configures, and administrates software applications.
- Continually analyzes detailed needs of systems factors, including input and output requirements, information flow, hardware and software requirements, and reliability characteristics.
- Develops analytical tools for use in the design and redesign of systems.
- Troubleshoots functional and technical issues and provides related solutions to users.
- Participates in development and maintenance of department procedures and information system standards.
- Evaluates software service requests for feasibility and prepares detailed project time and cost estimates.
- Serves as project manager on research, development, and systems implementation projects.
- Creates and maintains technical and user documentation for program applications, reports, and processes for new or existing systems.
- Assists with the development of short and long-range plans for network operations. .
- Maintains current knowledge of relevant technologies as assigned.
- Participates in special projects as assigned.
- May provide guidance and work leadership to less-experienced IT staff.
- Administrates network connectivity and support infrastructures, such as, enterprise grade routers, switches, VPN's, wireless APs and fiber/copper structured cabling throughout the Sheriff Office campus and 911 dispatch center.
- Assists with the enforcement of cyber-security policy for the network.

- Administers, develops architecture, implements and maintains Microsoft Active Directory Domain structure and policy, which is responsible for user and computer file security and systems architecture.
- Administers storage area networks (SAN) including RAID groups, LUN allocation and shared storage interface and integrates storage with the LAN, servers and virtualization systems.
- Administers remote connectivity for mobile field units such as patrol cars and special use vehicles.
- Administers both VMware virtualization platforms.
- Administers, and maintains comprehensive data backup and disaster recovery procedures for multiple systems and technologies.
- Manages disaster recovery system located offsite to ensure continuity of government. Ensures data centers run efficiently with adequate cooling and backup power. Writes program documentation, system documentation, operating instructions and training materials and reviews with IT Staff.
- Serves as liaison with vendors regarding hardware and software applications, equipment specifications, repairs, replacements, and tracking and registration of equipment and warranties.
- Provides software and hardware problem resolution support.
- Maintains a positive, helpful, constructive attitude and working relationship with supervisor and departmental employees, other County employees, management, Elected Officials and the public in all situations.
- The person in this position is authorized access to such private and confidential information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and report any anticipated threats or hazards to such information to an immediate supervisor. Employees must not release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

**KNOWLEDGE, SKILLS, AND ABILITIES: Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Detailed knowledge of networking practices (OSI Model, TCP/IP protocols, physical and logical interconnectivity, wireless, Fibre Channel Fabric/iSCSI). Also, a working knowledge of local government/law enforcement functions and operation, and familiarity with needs, uses, and data; and Federal and Idaho statutes and rules.

**Education and/or Experience:** Bachelor of Science in Computer Science or a closely related field from a four-year college or university; **or** a minimum of eight years of experience and/or training directly related to the development, maintenance and support of enterprise networks, storage and servers.

**Certificates, Licenses, Registrations:** MCSE and CCNA certification or equivalent. Must pass a full CJIS compliant, criminal background check. Maintain a valid driver's license.

**Supervisory Responsibilities:** While not a direct supervisor of any other positions, assigns, reviews the work of and provides training to the Information Technology Staff. Responsibilities include training employees; planning, assigning, and directing work.

**Language Requirements:** Expert ability to read, analyze, and interpret documents, manuals, publications, and information, for example: technical installation manuals, general business periodicals, professional journals, operations manuals, policy and procedure manuals, or governmental regulations; to write original reports, business correspondence, and procedure manuals; to effectively present information and respond to questions in one-on-one situations and from groups of managers, clients, customers, and the general public; to use excellent oral and written communication skills; to read, write, hear, and speak in English.

**Mathematical Requirements:** Ability to apply high level mathematical concepts such as subnet/host calculations, exponents, logarithms, quadratic equations, combinations and permutations; to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis, probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry for example: those skills used in developing software; mathematical skills used to write and analyze statistical reports as regards the department operations, or graphs showing probabilities and statistics of operations; to apply concepts such as fractions, percentages, ratios, and proportions to practical situations fiscal analysis or the organization; to perform advanced level spreadsheet operations.

**Reasoning Ability:** Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties.

**Technology and Equipment Skills:** Ability to use and administrate enterprise level systems including VMWare, Microsoft Server, Active Directory, Linux, network monitoring agents, Microsoft Office, Crystal Reports, software specific to the County, understanding of Cisco, Microsoft and Linux; administration of Routers, Switches, AP's and other network devices; SAN/NAS, IP Video, Access control and SCADA solutions; to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

**Physical Demands & Work Environment:** The physical and work environment 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 regularly required to sit and use hands to keyboard, handle, or manipulate tools used in performing the job. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is working in a law enforcement agency and due to the nature of active and inactive investigations may be exposed to disturbing and objectionable material. The employee must occasionally lift and/or move up to 100 pounds and may be in close proximity to high energy electrical circuits. Be able to operate a motor vehicle in a safe manner. The noise level in the work environment is usually moderate.

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To be signed upon hire, promotion or position transfer.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

