

Public Safety CAD/RMS Systems Administrator

Job ID: 566385

Location: Marion County

Full/Part Time: Full Time

Regular/Temporary: Regular

Job Description

The Integrated Public Safety Commission is deploying a statewide multi-agency, multi-jurisdiction police, fire and EMS computer aided dispatch (CAD) and records management system (RMS). The CAD/RMS Administrator is involved in all aspects (design, administration, and support) of system deployment.

Prefer applicants with a thorough knowledge of CAD and RMS information systems design principles and new system design techniques. Must have broad knowledge of current and emerging information technologies concerning public safety IT and communication systems. Must be able to perform problem solving analytical analysis, effective project management, direct and manage budgets, contracts and human resources. Must be able to secure and maintain any and all required certifications and licenses.

Responsibilities

The CAD/RMS Administrator directs, coordinates, and facilitates day to day administration and support services and also plans for system enhancements and technology upgrades. The CAD/RMS Administrator performs duties according to formalized policies and procedures, which include working with Indiana Office of Technology (IOT) staff, microwave system staff, help desk staff, and system users. The CAD/RMS Administrator will oversee help desk employees and work with staff, system users, contractors, vendors, and other parties involved with the CAD and RMS systems or related hardware. The Administrator will make decisions and recommendations that have a direct impact on fulfilling the agency's mission. This position also has significant budgetary responsibilities due to the size scope of the systems and the requirements associated with them.

Qualifications

Prefer nine (9) years full-time professional work experience in Information Technology with at least one (1) year in an Administrative; Managerial; or Supervisory capacity.

Substitutions: Accredited college training may substitute for the required work experience, except for the supervisory experience, with a maximum substitution of four (4) years. Accredited graduate training in the above area may substitute for the required work experience, except for the supervisory experience, with a maximum

substitution of two (2) years. Successful completion of an Information Technology Certification program may substitute for the required work experience with a maximum substitution of two (2) years. (Proof of certification must accompany application.)

Additional Comments

This position provides after-hours response and support for the CAD and RMS systems and the environment is 24 hours per day. Some travel may be required to provide support and assistance for the systems. Work may involve some lifting and physical effort.

Benefits

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The State of Indiana is an Equal Opportunity Employer.