

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Police Data Administrator  
**DEPARTMENT:** Police  
**REPORTS TO:** Captain

**SALARY GRADE:** 11  
**FLSA STATUS:** NE  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

This position is responsible for planning, directing and managing the operation of the police information systems in coordination with the City's Information Technology (IT) Department. Work is performed under the moderate supervision of the Captain. Supervision may be exercised over assigned personnel.

**ESSENTIAL JOB FUNCTIONS:**

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

Provides vision and direction for Police Information Technology systems development, acquisition, implementation and support

Administer the CAD/RMS/Mobile Systems, Delta Plus (ETIX/ACRS) program and the Livescan Processing program.

Perform system administration and functions such as user management, preventive maintenance, security settings and mapping updates.

Responds to trouble calls, analyzing problems with systems and taking appropriate action to correct problems and coordinates with the I.T. Department

Makes presentations to senior staff members and City Council.

Coordinates the P.D. Mobile Data Computer program, the License Plate Reader program and the NCIC program.

Coordinates the implementation and administration of the Department's body worn camera program.

Serves as the LINX program administrator and trainer and the NCIC instructor.

**IMPORTANT JOB FUNCTIONS:**

Formulates Police Department budgets related to I.T., procedures and long-range plans in conjunction with the City's I.T. Department as appropriate.

Attends and participates in police networking meetings for the purpose of being knowledgeable on applicable law enforcement information technology.

Produce statistical and analytical reports.

Coordinates with I.T. and outside vendors.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

Associate's Degree from an accredited college or university in Computer Science or a related field; and

Moderate experience in supporting the technological needs of a Law Enforcement agency

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid Driver's License

National Crime Information Center Certification

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Experience supporting law enforcement and/or criminal justice systems

Various systems, hardware, software and peripherals

Department organization, standard operating guidelines and policies, rules and regulations

### **Skill in:**

Providing excellent customer service

In conjunction with I.T., operates and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies and the general public.

Ability to work independently, multitask and coordinate and organize multiple projects.

Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.