



Applications Analyst Sheriff's Office

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JOB SUMMARY

This position is responsible for managing the Sheriff's Office information technology applications.

MAJOR DUTIES

1. Installs, maintains, updates, troubleshoots, and repairs computer hardware, software, and peripheral devices.
2. Recommends, directs, and implements a variety of new technology solutions.
3. Maintains a thorough knowledge of agency applications.
4. Trains end-users in the use of applications.
5. Acts as liaison to the Information Technology staff to evaluate, install, configure, and deploy new applications and to plan and manage upgrades.
6. Enforces and monitors security policies and requirements.
7. Serves as administrator of the Records Management System.
8. Aids in the development of agency IT policies and procedures.
9. Manages, supervises, directs, and trains administrators of agency applications.
10. Creates, changes, and deletes user accounts.
11. Enables users or resets passwords.
12. Attends training and meetings.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of computer peripheral devices.
2. Knowledge of computer systems and software.
3. Knowledge of current trends in technology and law enforcement.
4. Knowledge of agency third-party applications and their interface with primary agency applications.
5. Knowledge of Sheriff's Office and County policies and procedures.
6. Knowledge of the standards, methods, and practices of administration and management of a modern law enforcement agency.
7. Skill in solving problems.
8. Skill in working independently and in a team setting.
9. Skill in planning, directing and supervising the work of subordinate personnel
10. Skill in managing projects.
11. Skill in training end-users.
12. Ability to prepare clear and comprehensive reports.
13. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

The Major assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state laws, Sheriff's Office policy, rules, regulations, and standard operating procedures, Fayette County policy and procedures and best practices and standards in law enforcement technology. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied information technology applications management duties. Frequent changes to information technology standards and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to manage information technology applications for the Sheriff's Office. Success in this position contributes to the effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, members of other law enforcement agencies, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct functional supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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- Sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.