

## **Police Systems Administrator**

### **Primary Location:**

2200 W. University Drive, McKinney, Texas, 75071

We are searching for candidates that meet the required qualifications and experience and are able to perform the essential duties and responsibilities.

### **Job Summary:**

This position will assist the Collin College Police Department in the administration of dedicated public safety systems, including Computer Aided Dispatch, Records Management, in-car video, in-car hotspot and connectivity, body worn cameras, P25 radios, 9-1-1 phone equipment. Administer the College's access control system (CBORD) and surveillance system (Salient).

### **Required Qualifications:**

#### **Essential Duties and Responsibilities**

- Work closely with vendors such as AT&T (9-1-1), Motorola (P25 radio system), ARMS (CAD/RMS), CBORD (door access), Salient Systems (video), SingleWire (emergency notification), KeyWarden (electronic key control) and WatchGuard (body cameras and in-car video).
- Partner with staff at Collin College for maintenance and support of P25 radios and ARMS CAD/RMS system.
- Train end users on software and hardware used within the Police Department.
- Offer support on police department desktops and laptops, including Mobile Data Terminals.
- Analyze system requirements, prepare detailed specifications, and coordinate system implementations with IT, Collin College PD and outside vendors.
- Maintain required CJIS security requirements with Collin College IT networking staff and serve as Collin College's Local Agency Security Officer (LASO).
- Manage and maintain in-car equipment for hotspot and cellular connectivity.
- Administer multi-factor token and token keys for remote access.
- Serve as administrator for college electronic key control system.
- Serve as the administrator for the college access control system.
- Serve as the administrator for the college surveillance camera systems.
- Serve as the administrator for the college emergency notification system.

#### **Supplemental Functions**

- Perform other duties as assigned.

- Perform all duties and maintain all standards in accordance with college policies, procedures and Core Values.

### **Knowledge, Skills and Abilities**

- Knowledge of WatchGuard body cameras and in-car video system
- Knowledge of CBORD access control system
- Knowledge of Salient camera surveillance system
- Knowledge of SingeWire emergency notification system
- Knowledge of KeyWatcher, KeyWarden key access system
- Knowledge of best practices for safety and security
- Knowledge of radio communication and practices
- Knowledge of Apple iOS and Android smartphones
- Knowledge of SQL database language and Microsoft SQL server
- Interpersonal skills
- Organizational skills
- Problem-solving skills
- Troubleshooting skills
- Ability to administer Windows servers and server-based applications
- Ability to determine appropriate systems tools needed to perform job duties
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to perform systems management and security functions

### **Physical Demands, Working Conditions and Physical Effort**

Medium Work - Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects. Positions in this class typically include talking, hearing, seeing, grasping, standing, walking and repetitive motions, plus stooping, kneeling, crouching, and reaching. Incumbents may be subjected to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises, gases and workspace restrictions. In addition, incumbents may be subjected to vibrations, chemicals and oils. Relatively free from unpleasant environmental conditions or hazards. Office environment. Occasional physical effort required.

**Requirements**

Bachelor's degree from an accredited institution required and two (2) years of related experience required.

The ability to maintain the security or integrity of the infrastructure.

**Preferred**

Prior experience in police and/or public safety technology support.

*Equivalency Language*

An additional four (4) years of related work experience may be substituted for the education requirement.

**\*\*\*This position is required to be in person as authorized by state law.\*\*\***

**\*\*\*This is a Security Sensitive position. Therefore, candidates will be subject to a criminal background check.\*\*\***

**Apply here: [https://collin.wd1.myworkdayjobs.com/ExternalStaffCareerSite/job/McKinney-Campus/Police-Systems-Administrator\\_R-7670](https://collin.wd1.myworkdayjobs.com/ExternalStaffCareerSite/job/McKinney-Campus/Police-Systems-Administrator_R-7670)**

**Compensation Type:**

Salary

**Employment Type:**

Full time

**Hiring Minimum**

\$75,021.00

**Hiring Maximum**

\$91,489.00

**Compensation is determined based on experience.**

*Collin College is an Equal Opportunity Employer and does not discriminate on the basis of any characteristic protected by applicable law.*