



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: October 29, 2021

JOB VACANCY MEMORANDUM NO. 21-50

TITLE: Local Systems Administrator II

ELEMENT OF ASSIGNMENT: Local Systems Administrator II, KC Police Crime Lab

PAY RANGE: 18

STARTING MONTHLY SALARY: \$3,694 - \$6,915

VACANCY STATUS: Vacant

EXPIRATION DATE: November 29, 2021

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

Provide technical services to end users by maintaining and monitoring all applications and computing resources within the Kansas City Police Crime Lab and Property and Evidence Unit.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Manage and maintain existing localized applications for operational continuity, updates, patches and configurations.
2. Manage and monitor division computers, tablets, servers and databases.
3. Ensure system integrity and performance.
4. Perform testing, recoveries, reorganization, and disk space management on physical and virtual servers for the division.
5. Provide end user support and training for all desktop hardware and software.

6. Perform all equipment additions, moves, changes and destructions.
7. Perform new software compatibility research, testing, configurations, and installations.
8. Provide network troubleshooting as it relates to connectivity to the workstation, local servers and non-KCPD appliances.
9. Provide training and support for products on the LAN/WAN/MAN as needed including network systems and applications systems to end users.
10. Develop project schedules and coordinate resources and communications for new projects.
11. Serve as primary technical contact with vendors.
12. Document and maintain installation, configuration and process procedures.
13. Ensure compliance with all CJIS policies, departmental IT related policies/procedures, and all Kansas City Police Crime Lab procedures and practices.
14. Serves as the primary IT support to the Kansas City Police Crime Lab and Property and Evidence Unit.
15. Regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, nights, and weekends and/or holidays when necessary.
16. Perform related duties as required.
17. 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) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a four year degree from an accredited college/university or equivalent work experience with major course work in computer science or a technically related field. Preference to candidates with training and experience in Microsoft SQL and report generation.

Incumbent must have valid driver's license.

Incumbent is required to submit a DNA standard for quality control purposes.

Physical Requirements: Position requires light lifting (5 to 20 pounds) and extended periods of sedentary work. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

Position operates primarily in a criminalistics laboratory. Incumbent may occasionally be required to drive to other department facilities to perform work.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal Computers, Laptops, Tablets, Department Cell Phones
- Printers
- Bar Code Readers
- Scanners
- Copiers/Scanners
- Locally Attached Peripherals
- Vehicle
- Computer technician toolkit

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Scott Hummel, Quality Assurance Manager, KC Police Crime Lab** by no later than **NOVEMBER 29, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **NOVEMBER 29, 2021**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a Clerical Test (75% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit