



1200 East Broad Street, 2nd Floor Human Resources
Mansfield, Texas 76063
Telephone: 817-276-4267
Fax: 817-473-7487
Email: applymansfield@mansfieldtexas.gov

JOB CLASSIFICATION: Public Safety IT Specialist
DEPARTMENT: Police

SALARY: \$56,500.00 + DOQ
Full-time / Non-Exempt

JOB DESCRIPTION:

This position will be responsible for the configuration, implementation, and maintenance of various technology managed by the police department. The incumbent will provide primary support for a variety of Public Safety Information Technology systems to include: network, server, phone, desktop, laptop, mobile, radio, wireless and video hardware and software. Performs work associated with the installation, repair, and maintenance of various electronic equipment and devices. Performs other duties as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactory.

- MUST BE ABLE TO WORK ANY SHIFT INCLUDING DAYS, EVENINGS AND MID-NIGHTS. (Shifts are typically eight (8) hours or ten (10) hours in length with actual hours being established by operational necessity) MUST BE ABLE TO WORK SATURDAYS, SUNDAYS AND HOLIDAYS.
- MUST BE ABLE TO WORK PAST NORMAL ASSIGNED SHIFT.
- WILL BE SUBJECT TO CALL BACK
- Troubleshoots networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Installs, configures, and maintains personal computers, Windows workstations, file servers, Ethernet networks, networking cabling, and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, CS/DVD units, printers, and related equipment.
- Performs and/or oversees software and application development, installation, and upgrades; maintains site licenses for department/organization.
- Monitors, plans, and coordinates the distribution of client/server software and service packs.
- Supports, monitors, tests and troubleshoots computer hardware and software for the Police and partnering departments.
- Analyze, modify, test, and debug new or existing programs and make changes as required.
- Support, monitor, tests and troubleshoot public safety radio system hardware and software for the Police and partnering departments
- Processes IT work orders received from departmental employees.
- Performs preventive maintenance on backup generators to ensure operation in the

event of a power outage.

- Develops and coordinates ongoing training for new and updates software and hardware packages.
- Work with public safety agencies on information technology procedures to assure compliance with CJIS, HIPAA, and other security standards to protect data in police, fire, and other public safety environments.
- In conjunction with City IT and/or Public Safety Department Liaisons, provide technical support to Public Safety users, which includes including troubleshooting, problem resolution and general question response.
- Perform, and maintain 24/7 availability for, after-hours support.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Help departments with purchasing technology based equipment and prepare specifications.
- Provide input and task work on technology based projects and work as a project team leader or member.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.
- Duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Extensive knowledge of the principles, practices and techniques of computer and network design and implementation.
- Basic knowledge of principles, practices and tools used in project management.
- Knowledge and skills in administering and supporting enterprise relational databases including SQL administration.
- Extensive knowledge of Microsoft architecture and technology.
- Current knowledge of tools relevant to the Microsoft platforms including monitoring, diagnosis, problem identification and resolution.
- Expert level expertise in PC hardware, server hardware, and Windows operating systems.
- Knowledge of current IT Security standards and practices.
- Ability to establish and maintain effective working relationships with diverse employee groups.
- Strong verbal and written communication skills.
- Ability to develop professional end user and operations documentation.
- Ability to multitask across multiple concurrent projects utilizing time management processes.
- Ability to work independently and effectively manage time allocated for tasks.
- Ability and interest in continual education and professional development of personal IT skills and knowledge.
- Knowledge of FCC (federal Communications Commission) and FAA (Federal Aviation Administration) tower rules and regulations.
- Knowledge of Motorola Network Management software.
- Knowledge of mobile data systems.
- Knowledge in encryption and security protocols.
- Knowledge of R56 regulations.
- Skill in troubleshooting and resolving issues with communications equipment.

- Skill in making sound decisions and using good judgement.
- Ability to perform duties in high stress emergency situations.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Technology or a closely related field OR any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.
- This position supports Public Safety computer systems and the candidate must pass a criminal background check and is subject to periodic background checks.

DESIRED TRAINING AND EXPERIENCE:

- Minimum of two (2) years experience providing technology customer support in public safety preferred.
- Working knowledge of a Motorola 800 MHz Trunked Radio system.
- A willingness to learn and manage these functions is most desirable.
- Additional training or experience in related field.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures

4. The conditions the worker will be subject to in this position

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is required to function in narrow aisles or passageways.

AMERICANS WITH DISABILITIES

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Mansfield is an Equal Opportunity Employer who is committed to hiring and retaining highly qualified persons and a diverse workforce. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post offer pre-employment drug test and/or physical. It is the policy of the city not to discriminate against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, ancestry, marital status, age, gender, veteran, disability or any other basis prohibited by federal, state, or local laws.



APPLICATION FOR EMPLOYMENT

City of Mansfield
Attn: Human Resources
1200 E. Broad Street, Mansfield, Texas 76063
Phone: (817) 276-4267 FAX: (817) 473-7487
Email: applymansfield@mansfieldtexas.gov

Please print. All information must be legible. Application must be completed in full or will not be considered. Resumes may be attached to completed application. Applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Department for assistance. Equal access to programs, services, and employment is available to all qualified persons. The City of Mansfield is an Equal Opportunity Employer.

Position applied for: _____ Date: _____ Salary Expected: _____

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____
(Street) (City) (State) (Zip)

E-MAIL ADDRESS: _____

TELEPHONE: (Home) _____ (Work) _____ (Cell) _____

Please check all that apply: Do you want Regular Full Time Regular Part Time Temporary Full Time
Temporary Part Time Seasonal (as needed)

How did you learn of this position? Newspaper* Internet* Professional Magazine* Employee Referral
HR Office Employment Agency Texas Workforce Commission (employment office)

*Specify which _____

Do you have a valid Texas Driver's License? No Yes Type of License: Operator CDL Chauffer
License Number: _____ Expiration Date: _____

Does anyone related to you (by blood or marriage) work here or is currently a member of the City Council? Yes No
City Board Commissions? Yes No If yes, list name, their position, and relationship: _____

Have you ever worked here before? Yes No If yes, give dates and position held: _____

Are you legally eligible for employment in the United States of America? Yes No

Answering "yes" to the following question will not be an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead "guilty" or "no contest" (nolo contendere) to, or been convicted of a crime? Yes No
If you answered "yes," please provide the date(s), location, and details: _____

Have you served in the armed forces, armed forces reserve, or national guard of the United States of America? Yes No
If "yes," please complete the following: BRANCH _____ DATE ENTERED _____
DATE OF DISCHARGE _____ RANK AT DISCHARGE _____
LIST DUTIES AND TRAINING _____

ARE YOU CURRENTLY A MEMBER OF THE RESERVES OR NATIONAL GUARD? Yes No

EMPLOYMENT HISTORY

List all periods of employment or volunteer activities. If currently UNEMPLOYED, write "unemployed" in the CURRENT

EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

CURRENT EMPLOYER: _____
BUSINESS ADDRESS: _____ **PHONE NO.** _____
JOB TITLE: _____ **SUPERVISOR'S NAME:** _____
DATES OF EMPLOYMENT: From _____ To _____
REASON FOR DESIRING CHANGE: _____
STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** ____
YOUR DUTIES: _____

LAST EMPLOYER: _____
BUSINESS ADDRESS: _____ **PHONE NO.** _____
JOB TITLE: _____ **SUPERVISOR'S NAME:** _____
DATES OF EMPLOYMENT: From _____ To _____
REASON FOR LEAVING: _____
STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** ____
YOUR DUTIES: _____

NEXT PREVIOUS EMPLOYER: _____
BUSINESS ADDRESS: _____ **PHONE NO.** _____
JOB TITLE: _____ **SUPERVISOR'S NAME:** _____
DATES OF EMPLOYMENT: From _____ To _____
REASON FOR LEAVING: _____
STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** ____
YOUR DUTIES: _____

NEXT PREVIOUS EMPLOYER: _____
BUSINESS ADDRESS: _____ **PHONE NO.** _____
JOB TITLE: _____ **SUPERVISOR'S NAME:** _____
DATES OF EMPLOYMENT: From _____ To _____
REASON FOR LEAVING: _____
STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** ____
YOUR DUTIES: _____

PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.

LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.

LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.

CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Typing / Speed _____ WPM Ten-Key Calculator
 Computer List programs in which proficient: _____

FOR TRADES JOBS ONLY:

- Truck List type(s): _____
- Backhoe List type(s): _____
- Grader List type(s): _____
- Dozer List type(s): _____
- Tractor List type(s): _____
- Mower List type(s): _____
- Other equipment List type(s): _____

EDUCATION

SCHOOL	NAME AND LOCATION	FROM	TO	GRADUATED/COMPLETED
High School				Diploma GED
Trade School				Course of Study _____ Certification _____
College				Degree obtained _____ Major _____ Minor _____
Other				

ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____



Human Resources
1200 East Broad Street
Mansfield, Texas 76063
(817) 276-4267

READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver’s license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be “confidential” between the City of Mansfield and all other parties involved.

Signature of Applicant

Date

Before me personally appeared _____ who stated this document and its intent was explained to him/her that he/she has full knowledge of its purpose and that he/she executed this instrument of his/her free will and accord.

Sworn to and subscribed before me on this _____ day of _____, _____

SEAL or STAMP

Signature of Notary

My Commission Expires: _____

Print Name: _____ Today's Date: _____
Last First Middle Maiden Month Day Year

SUPPLEMENTAL INFORMATION CARD

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: _____

Race/Sex: Female Male

- A. American Indian or Alaska Native
- B. Asian
- C. Black or African American
- D. Hispanic or Latino
- E. Native Hawaiian or Other Pacific Islander
- F. Two or more races
- G. White

How did you learn of this position?

- Dallas Morning News
- Employee Referral
- Fort Worth Star Telegram
- HR Office
- Mansfield News-Mirror
- Professional Magazine*
- Texas Workforce Commission
- Other * _____

Internet Site

- Career Builder
- City
- Monster
- TML
- Other *

Specify Which:

- _____
- _____
- _____
- Other *

Birth Date: _____
Month Day Year

Birthplace: _____ U.S. Citizen Yes No

Have you previously worked for the City? No Yes If yes, when? _____
Mo. Year to Mo. Year

Department: _____ Position: _____

Under what other names have you been employed? _____