

**CITY OF STUART
JOB DESCRIPTION**

Title: INFORMATION SYSTEMS COORDINATOR

Department: Police

Job Code: 3010

Grade: S19

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Support Services Commander for the police department, performs highly complex and specialized work involving technical knowledge in financial reporting, accounting principles and policies, internal control and computerized application systems. Responsibilities include identifying and defining problems, developing alternatives, and recommending solutions for developing financial accounting application systems and operating reports. The incumbent identifies information requirements, acquires model data, and places it into manipulative form for analysis. The incumbent also supervises accounting and clerical personnel along with Information Technology personnel and serves as project manager when the scope of the work requires such. Work is reviewed through observation and conferences for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Identifies opportunities for improving the effectiveness and efficiency of information systems within the Police Department.
2. Evaluates and develops information and documentation requirements for new financial systems, accounting applications and reports.
3. Develops solutions to systems' problems arising within the Police Department due to changes in operating requirements, contractual provisions, or new conditions.
4. Provides police reports to the public and the press in compliance with State law; writes police beat column for local newspaper.
5. Assists in budget preparations; reviews, corrects and approves state annual report.

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6. Coordinates Uniform Crime Reporting (UCR); acts as point of contact for Criminal Justice Network (CJNet); coordinates Florida Integrated Network for Data Exchange Retrieval (FINDER) program.
7. Writes specifications for bid process; reviews and monitors expenditure reports; writes check requisitions.
8. Oversees the revenues accounting and audits within the police department, as specified.
9. Trains clerical and computer personnel in their job functions and then supervises their day to day operations.
10. Performs various computer related functions, to include the ability to gather data as needed; the ability to identify and correct problems within the computer network; and the ability to develop and implement computer advancements according to the needs of the department.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by training in UCR, computers, management and supervision, media relations and general office practices; or an equivalent combination of training and experience. Experience should include the use of word processing, spreadsheet, and data base software. Experience or documented training in personnel supervision required. Knowledge of Crystal Reports and public records law preferred.

Possession of a valid Florida Drivers License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of financial accounting systems in a governmental accounting environment including general ledger, accounts payable and purchasing, fixed assets and inventory control, investments and cash management, and financial reporting.

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Knowledge of the policies, procedures, and guidelines associated with budgetary fund accounting in the governmental accounting environment.

Knowledge or research techniques and report preparation.

Knowledge of supervisory principles and practices.

Knowledge of Personal Computer hardware and software systems, to include data processing.

Knowledge of public records law.

Ability to utilize problem solving capabilities when dealing with large, complex accounting application systems.

Ability to communicate effectively, orally and in writing and to write concise and clear reports.

Ability to establish and maintain effective working relationships with municipal officials and administrator, the members of the media, leaders of civic groups, and the general public.

Ability to supervise a group of subordinates in a manner conducive to high levels of productivity and morale.

Ability to understand, interpret and explain laws and regulations.

C. Physical Requirements:

Task involves frequent walking, standing, bending, stooping, kneeling, stretching, reaching; lifting, moving and carrying objects of moderate to heavy weight (50+ pounds) and standard dexterity in the use of fingers, limbs or body in the operation of equipment. Task may involve extended periods of time at a desk or keyboard within close quarters.

D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires odor perception and discrimination.

Task requires hearing perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Police Chief

Received by: _____ Date: _____
Employee