



BRAZORIA COUNTY JOB DESCRIPTION SHERIFF'S OFFICE



Job Title	Public Safety Systems Administrator
Division	Support Operations Division
Direct Report	Support Operations Lieutenant
FLSA Status	Non-Exempt 40-Hour Workweek
Pay Grade	42
Re-Call Status	Subject to Re-Call During Disasters or Operational Needs
Schedule	Monday-Friday / 8:00am-5:00pm / Additional Hours as Needed

JOB SUMMARY – The Public Safety Systems Administrator is responsible for the administration, maintenance, and optimization of the County’s Records Management System (RMS) and Computer-Aided Dispatch (CAD) system, along with all interfacing and supporting systems and programs. The role serves as the primary liaison between County personnel, vendors, County Information Systems, and the League City Public Safety (GRID) staff to support system functionality, troubleshoot issues, & implement upgrades.

KNOWLEDGE & SKILLS – *To perform this position successfully, an individual(s) shall possess the following knowledge and skills in order to perform the essential functions proficiently.*

- Knowledge of the principles, practices, and procedures of the local and state criminal justice system.
- Advanced proficiency with modern office equipment, systems, and procedures.
- Ability to become proficient in all County and Department policies and procedures.
- Effective oral and written communication skills.
- Ability to multitask and perform effectively in a constantly changing work environment.
- Ability to exercise sound judgment and make well-reasoned decisions under high-stress conditions.
- Ability to maintain strict confidentiality.
- Ability to foster productive, cooperative working relationships with employees, supervisors, external partners, public officials, and the general public.

EDUCATION, TRAINING & EXPERIENCE – *The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential functions of the position are listed below. The County reserves the right to consider higher levels of education in lieu of training and experience and vice-versa.*

- Bachelor’s Degree in Information Technology, Criminal Justice, Public Administration, or a relevant field of study;
- Motorola Solution system training or certification (PremierOne) preferred;
- Relevant IT certifications (e.g. CompTIA, Microsoft, database or application administration) preferred

OTHER MINIMUM REQUIREMENTS – *Applicants must be able to meet all of the following minimum requirements in order to be considered for employment.*

- 21 Years of age or older
- High school diploma or G.E.D.
- Possess a valid Texas Driver’s License
- Be a United States Citizen (Born or Naturalized)
- Have a working cell phone
- No more than 20/200 vision that is correctable to 20/20;
- No convictions or court-ordered community supervision or probation for any criminal offense above Class B misdemeanor within the last ten years from the date of the court order;
- Honorable Discharge from Military Service (If applicable)

ENVIRONMENTAL CONDITIONS – *This position may involve exposure to hazardous, dangerous, or adverse environmental conditions to include, but not limited to:*

- Duties and training are regularly performed both indoors and outdoors.
- Work may occur during natural and man-made disaster situations.
- Exposure to adverse weather conditions, including extreme heat, extreme cold, rain, sleet, snow, ice, and high winds.
- Exposure to biohazardous and toxic materials.
- Work in both bright and low-light environments.
- Exposure to high noise levels that may result in potential hearing damage.
- Work in and around high-voltage areas.
- Work in areas with operating heavy machinery.
- Work in spaces that may not be compliant with local, state, and federal safety codes or ADA regulations.



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PHYSICAL DEMANDS – *The duties of this position may involve certain physical requirements that are necessary to perform the essential functions to include, but not limited to:*

- Perform physical activities including walking, running, crawling, standing, sitting, jumping, kneeling, bending, and lying down for extended periods;
- Perform physical tasks involving carrying, pushing, pulling, dragging, and holding medium objects;
- Operate vehicles, exercising sound judgment and strict adherence to safety procedures;
- Engage in high-stress and physically demanding duties and training scenarios;
- Speak and hear in order to communicate effectively in person, through telephone, and through emergency radios.

ESSENTIAL FUNCTIONS - *Essential functions are the fundamental and primary duties of a classified position that an employee must be able to perform, with or without reasonable accommodation, in order to fulfill the purpose of the position.*

- Carry out the Sheriff's Mission and Vision and adhere to the Office's Core Values; *Trust, Service, Community*;
- Cultivates high morale and a Team culture within the Sheriff's Office;
- Administers and maintains the County's public safety CAD and RMS platforms to ensure continuous, reliable operation;
- Performs RMS module provisioning based on agencies' needs;
- Serves as primary point of contact for CAD/RMS system issues, troubleshooting, and advanced user support;
- Manages user accounts, security roles, and permissions to ensure compliance with CJIS policies and agency standards;
- Ensures data integrity and accuracy across CAD and RMS systems, including validation of entries and error correction;
- Monitors and support compliance with NIBRS reporting standards and state reporting requirements;
- Coordinates with IS and GRID staff regarding system performance, network connectivity, backups, and system availability;
- Acts as liaison with County law enforcement, IS, GRID, and Vendor(s);
- Plans, tests, and implements system updates and upgrades, including participation in testing environments (UAT);
- Assists with integration and data exchange between CAD/RMS and other criminal justice and public safety systems and products;
- Develops and maintains system documentation, configuration records, and standard operating procedures;
- Provides training and guidance to end users, including Communications, Records, and field personnel;
- Generate reports and supports data analysis for operational and administrative needs;
- Responds to system outages or critical failures and support continuity of operations planning;
- Identifies system inefficiencies and recommends improvement to enhance performance and usability;
- Participates in long term system planning, including lifecycle management and future enhancements;
- Performs other duties as assigned.

DISCLAIMER - This job description is intended to describe the general nature and level of work performed by individuals assigned to this classification. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. The employer reserves the right to modify, add, or remove duties and to assign other related work as required to meet operational needs. Nothing in this job description shall be construed as creating a contract of employment or limiting management rights. All duties must be performed in accordance with applicable laws, policies, and procedures. Essential functions of the position must be performed with or without reasonable accommodation, consistent with state and federal law.

Approved by	Date