Classification Description

PINAL COUNTY
Enriching Lives Beyond Expectation

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: **IT SYSTEMS MANAGER - SHERIFF**

Class Code: TBD

Department: Sheriff

Pay Grade: 16

FLSA Status: Exempt

JOB SUMMARY

Under limited supervision, manages the Pinal County Sheriff's Office (PCSO) Information Technology (IT) Department. This position is responsible for maintaining the technology necessary to provide operational continuity throughout the agency, including network infrastructure, enterprise software solutions, general technical support, spatial data governance, electronic security, physical security and detention standards.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- In collaboration with County IT, manages the implementation of network infrastructure, enterprise software solutions, general technical support, spatial data governance, electronic security, physical security.
- Collaborates with all internal departments to assess and deploy relevant software or hardware solutions.
- Leads in the planning, organizing and directing of the information technology activities at PCSO including network infrastructure, telecommunications, computer-related hardware and software, IT security, IT consulting and project management and new technology research.
- Works with departments in identifying computer software and hardware needs. Prepares special studies, analyses and projections.
- Responsible for strategic technical planning and assisting executive management with multi-year capital expenditure projections.
- Manages the operating and capital expenditure budgets for the Pinal County Sheriff's Office Information Technology.
- Recommends technical policies to executive management and implements standard operating procedures.
- Interacts with a wide range of external service providers to assess enterprise software or hardware solutions.
- Implements large-scale and small-scale technical projects that apply accepted project management methods and tools.
- Manages software and hardware product maturation from implementation to obsolescence. Collaborates with applicable staff to plan for product replacement or

retirement.
- Maintains an assortment of software license agreements to ensure compliance with legal terms and acceptable use conditions.
- Researches alternatives and prepares bid specifications for computer hardware and software.
- Administers the division budget.
- Performs other duties as assigned or required.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information.
- Perform other related duties as required.

POSITION SPECIFIC DUTIES:
- None.

MINIMUM REQUIREMENTS TO PERFORM WORK:
- Bachelor's Degree in Computer Science or related field.
- Six (6) years applied experience in Information Technology (IT), including two (2) years of management responsibility.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:
- Valid State of Arizona Driver's License.
- This position also supports public safety personnel and systems. Employee will need to maintain Arizona Criminal Justice Information System (ACJIS) Network Terminal Operator: Technical - Level D certification with the Arizona Department of Public Safety (DPS) after hire.

Knowledge, Skills and Abilities:
- Sheriff's Office policies, procedures, and Standard Operating Procedures (SOP)
- Maintenance procedures and standards for software applications, hardware, infrastructure and peripheral equipment.
- Working knowledge of Arizona Detention Association (ADA) standards and National Sheriff's Association (NSA) Standards.
- Capabilities of computer systems, including networked environments and specialized software applications
- Network system access and security guidelines and standards
- Principles, practices, techniques and equipment used in public safety security technology, including LAN & WAN data networking, video monitoring, locks and alarms, digital image transmission, and alert systems.
- Knowledge of Arizona Criminal Justice Information System (ACJIS), Health Insurance Portability and Accountability Act (HIPAA) and Payment Card Industry Data Security Standard (PCI DSS) compliance.
- Knowledge of spatial data governance practices and procedures
- Skill in software and hardware product research, project planning, prioritization, and coordinating the logistics of large-scale or small-scale technical implementations.
- Skill in budget preparation, capital expenditure forecasting and presentations to executive management.

- Skill in technical staff management and team development.
- Skill in process analysis, critical thinking, strategic planning, policy recommendation and preparing technical documentation.
- Skill in communicating effectively orally and in writing.

PHYSICAL DEMANDS:
Independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle. Manual dexterity to reach, and grasp; manual dexterity to hand write or use computer keyboard; vision sufficient to see/read; hear and speak to communicate with customers in person and over the phone. Position is located in an indoor office environment.

WORK ENVIRONMENT:
Work is performed in an office environment.

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.