

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Characteristics, capabilities, and limitations of computer hardware and related peripherals.
- Principles and practices of network implementation and associated protocols.
- Desktop operating system functionality, configuration, and its integration in a networked environment.
- Troubleshooting techniques, specialized tools, and diagnostic software for computer hardware, software and network connectivity.
- Standard database, word processing, spreadsheet, and desktop publishing applications.
- Relational database systems such as Spillman and Groupwise.
- Supervisory practices and procedures.

Ability to:

- Analyze and define problem sources and conceptualize practical solutions based on the computing environment.
- Organize and prioritize a series of requests based on dynamic factors; plan and implement solutions with foresight and consideration of future computing environments.
- Diagnose and resolve complex hardware, software, peripheral and network connectivity issues.
- Analyze programs, policies and operational needs, and identify and recommend alternatives and improvements.
- Communicate effectively with individuals from various socioeconomic, ethnic, and cultural diverse backgrounds.
- Establish and maintain effective and positive working relationships with those contacted in the course of work.
- Create and maintain on-line records; make sound, independent decisions within approved guidelines.
- Clearly and concisely communicate step-by-step directions to customers.
- Safely operate tools associated with installing and maintaining computers.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from high school or GED. Associates degree from an accredited college or university with major course work in police science preferred.

Experience: Three (3) years as a Patrol Officer with the City of Mesquite. One (1) year of experience in a combination of the following; Advance level computer hardware and software technical support, network resource management, and evaluation of computer hardware and software products; OR an equivalent combination of closely related education, training, and work experience.

Training: Speak and write Spanish fluently preferred

License or Certificate: Nevada P.O.S.T. Category I Certification. Current on all department training. Must possess, at the time of employment and continuously throughout employment a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Work will be divided between field and office settings. Work involves exposure to loud noises and sharp objects. Incumbents may be required to work evening, weekend, and holiday shifts. The Computer Analyst will assume all of the patrol officer duties when needed.

Physical Requirements:

Vision sufficient to read rules, regulations, policies, procedures, reports, printed documentation and related manuals, computer screens, audio visual materials, and other documents encountered in the course of work; Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone; Hearing sufficient to hear conversational levels in person, and over the telephone and radio; Mobility sufficient to safely move around in an office environment and between City locations; Strength sufficient to lift and carry computers and peripherals weighing up to 50 pounds; Dexterity sufficient to operate office equipment, computers, and specialized tools to make repairs; Strength sufficient to lift, move, and carry office materials and equipment; Endurance sufficient to sit, walk, and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.