



City of Peoria

HUMAN RESOURCES

Title: Systems Engineer

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Application Systems Supervisor
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to support assigned systems, which may include workstations, servers, applications, radio, and wireless communications for the City through a centralized IT Department. Responsible for development and support of Police computer applications. Plans, configures, and manages systems, vendors, and contracts; identifies and evaluates needs; advises on projects and installations; works with users; maintains all equipment and applications in good working order; conducts research; prepares documents and specifications; documents work; represents the department.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Systems Management. Researches, plans, installs, and configures software, hardware, peripheral equipment and systems; resolves performance problems and completes systems administrative tasks; ensures compliance with federal and state regulations; plans for and assists with disaster recovery planning and testing; designs and conducts testing for system and software modifications; reads, interprets, and applies complex technical publications; identifies information management issues and opportunities, analyzes problems and alternatives, and develops sound conclusions and recommendations; works with contractors and vendors.
2	Applications Management. Performs new application configuration and current application modifications to meet end user needs; installs, configures, and tests system upgrades; provides 24 hour support for performance issues with hardware, software, and network connectivity; tests operating system software releases, upgrades, and fixes; creates procedures, tests changes and upgrades, documents processes, and schedules and completes maintenance requirements; maintains system documentation including configurations, license changes and process procedures.
3	Project Management. Defines project application design and security; develops, implements, and manages procedures and processes, including schedule and timetable; oversees testing and acceptance of new systems; monitors implementation processes and works with vendors, technical support staff, and end users to solve performance issues; ensures Federal CJIS security requirements regarding technical standards are met; manages the installation and maintenance of equipment including Mobile Data Computers (MDCs) in police vehicles; maintains contact with vendors to obtain information on new or updated products; meets with customers to identify and evaluate needs and effective solutions to implement technology; prepares documents to inform and update employees, management, clients, and regulatory agents of new or revised information.
4	General Duties. Completes administrative tasks; works cooperatively with customers; attends meetings, training seminars, and professional meetings; provides work guidance, training, and technical assistance to other professional and technical staff; provides or coordinates staff training; maintains and analyzes equipment inventory; represents the City and provides technical oversight in discussions with other municipalities on partnering opportunities.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanners, copy / fax machine, and related software, communications equipment, computer servers, vehicle, basic hand tools, fluke network analyzer, multimeter.

PROTECTIVE EQUIPMENT REQUIRED:

None required.