CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/9/13 |m

ANNOUNCEMENT NO. 81

PUBLIC SAFETY IT MANAGER

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$65,000.00 to \$110,000.00 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION — APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, AUGUST 16, 2013 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 12, 2013.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 12, 2013.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in

Resume

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing

application.

<u>NOTE</u>: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION

CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM

THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS

APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under administrative supervision, directs and manages activities of the Public Safety Office of Information Technology (IT). Coordinates staff involved in systems' analyses work related to the development of new IT systems or the maintenance of existing IT systems. Plans, organizes, manages, and staffs the technical aspects of the Department of Public Safety's Office of IT, including application development, database administration, network infrastructure, hardware maintenance/replacement, standards, and software support. Oversees evaluation, testing, and acceptance of new hardware, software, and IT systems. Manages strategic planning and policy development for information systems in collaboration with all Public Safety divisions. Consults with other departments, divisions, and contract vendors when projects require association and coordinates joint activities. Develops and monitors security systems for both data and Public Safety facilities where equipment is located and maintains a contingency backup plan and disaster recovery plan. Assures that Core Rooms and equipment are fully maintained and secured. Assures that all maintenance contracts and license agreements are maintained and current. Assists in the development of RFP's and legislative summaries for management. Assists in recruiting efforts and employment offers. Manages and ensures response to customer service requests submitted to Safety IT Helpdesk within the established service level agreements. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Computer Science, Management Information Systems, or related field from an accredited four-year college or university is required. Seven years of full-time paid experience in information processing with a minimum of three years of project management and supervisory responsibilities (Three years may be part of the seven years of experience). Project Management Certification is required. (Substitution: Two additional years of college education or two additional years of progressively responsible supervisory experience in a large Public Safety IT environment may substitute for certification.) Must be computer proficient and familiar with the Internet and Web-based applications. Must have a demonstrated knowledge of Microsoft Project and be knowledgeable in Microsoft Office Suites. Must have demonstrated experience in Microsoft Windows Servers and related servers and services such as Domain Controller, Active Directory, Exchange, DNS, Proxy, and various other Microsoft Server/Utility Software as well as Windows client software, Visio, Project, and other utilities. Must be proficient with the most common Enterprise software such as Enterprise Antivirus Solutions, Cisco Works, network monitoring and alerting systems, intrusion detection and prevention switches, and firewalls. Must have knowledge of various operating systems such as Unix, Linux, and virtualization systems such as VMware and Hyper-V. Must have knowledge and a familiarity with various Public Safety technology systems and applications including CAD, dispatch/voice recording systems, RMS systems, 800 MHz radio communications, VOIP, wireless surveillance camera systems, mobile communications including automatic vehicle locator systems, automated fingerprint identification systems, crime reporting systems, photographic traffic enforcement systems, and LEADS. A valid State of Ohio Driver's License is required or must be obtained within 30 days of the date of hire. Must be able to lift and carry a minimum of 30 pounds. The following are preferred: Knowledge of grants and their potential application to Public Safety IT projects, specifically the Urban Area Security Initiative Grant Program and the State Homeland Security Grant Program; Familiarity with capital asset planning for short and long-term budgetary requirements; Demonstrated experience in managing similar-sized IT organizations or departments (e.g.: 3000+Public Safety employees, 100+ external IP addresses, 200,000+ internal IP addresses, 85-100+ physical and virtual servers, 120+ routers and switches, 40+ physical locations); and MSCE or CCNA Certifications.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at

time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name

removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER