

Systems Operations Administrator Computer Aided Dispatch (CAD) Administrator

The 911 Center servicing the City of Richmond, Virginia is seeking a highly qualified, motivated team player to work with the Department of Information Technology Public Safety Application Development Team and Intergraph Corporation to design, configure, test and implement a new Intergraph SQL 2005-based I/CAD System and related Intergraph suite of products including but not limited to I/Calltaker, I/Dispatcher, I/Mobile, I/Q&A, I/NetViewer, I/NetDispatcher, I/Fire Station Alerting, I/Fire Station Printing, I/MARS, I/Tracker and I/Page. Following the post-implementation period, the CAD Administrator will be responsible for the day-to-day operation of the CAD System, attached devices and interface products with backup support provided by the 911 GIS Manager and the DIT Public Safety Team. The CAD Administrator will supervise and direct the 911 GIS Manager.

Duties may include, but are not limited to: oversees management of CAD functionality; installs, configures and implements software applications; manages, organizes, protects, documents and fine-tunes the computer, security and file management systems; troubleshoots software; maintains master log of all computer equipment for assigned area of responsibility; creates/modifies/deletes system end-user accounts; provides technical support to system end-users; provides end-user training; coordinates training programs for end-users with the Training Program Manager; prepares and submits routine and special reports for management; manage CAD System databases to ensure data accuracy; and assume overall responsibility for the maintenance of GIS data by the 911 GIS Manager.

The preferred candidate will have a Bachelor's Degree or education and training equivalent in Computer Sciences or a related field; and at least 2 years of experience in the management of an Intergraph Computer-Aided Dispatch System in a 911 Public Safety environment and 2 years experience maintaining data for a Computer-Aided Dispatch System in a 911 Public Safety environment.

The training and experience equivalent to the educational requirements, is 8 years of experience in the 911 Public Safety environment that includes at least 2 years experience in the management of an Intergraph Computer-Aided Dispatch System. Experience with Automatic Vehicle Locator (AVL) systems, Motorola DataTac mobile data systems, and DECCAN Live MUM software applications are considered a bonus.

Additional minimum requirements include:

- Knowledge of ESRI-based GIS concepts, ArcGIS, and GeoMedia
- 2 years experience with the Microsoft Windows environment
- 2 years experience with MS SQL Server
- Knowledge of networking concepts including routers and switches
- Knowledge of wireless devices and infrastructure

Salary range: \$56,293 - \$92,463. Position is open until filled. Please submit a City of Richmond application to:

Ms. Lorraine Adeeb - HR Division Chief
City of Richmond Police Department
200 West Grace Street – 5th floor
Richmond, Virginia 23220

Applications may be obtained at www.richmondgov.com. A resume may accompany your application, but is not accepted in lieu of a completed City of Richmond application.

Only applicants selected for an interview will receive a written response.