

# TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA  
1775 WELSH ROAD  
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

## JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

**TITLE: Police Department Systems Analyst**

**SUPERVISED BY:**

This position reports to and is directed by the Chief of Police. The Chief of Police, in consultation with the Township Manager, has the authority to comment on and evaluate the Systems Analyst position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

**SUPERVISES:**

This position supervises administrative personnel in the Police Department. The Systems Analyst has the authority to comment and evaluate these positions. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

**FSLA STATUS:** Full-time, exempt

**WORK SCHEDULE:** Monday – Friday, 8:30 am to 4:30 pm, hours may vary as necessary

The Systems Analyst, on occasion, may be asked to attend evening meetings with the Board of Commissioners (currently scheduled on 3<sup>rd</sup> and 5<sup>th</sup> Tuesdays at 7:00 p.m.). Additional evening meetings may be required, typically in October during development of the next year’s budget. The Board of Commissioners reserves the right to change meeting schedules.

**SPECIAL SCHEDULE:** Available, as necessary, unless prior arrangements have been made with the Chief of Police.

**PURPOSE OF THE POSITION:**

The purpose of the Systems Analyst position is to:

- Plan, direct, and perform analytical duties in the development, operation, administration, and support of the police department’s information systems including, but not limited to, CODY and similar systems;
- ensure critical police systems function efficiently and effectively on a 24/7 basis;



- manages projects related to maintaining and enhancing police and Township systems ;
- tests and supports a variety of specialized computer hardware, software, components and devises;
- and provides technical support and assistance to end users;
- serve as the police liaison with outside venders and agencies.

**MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**

**1) Education/Experience/Training:**

- High school diploma or GED
- College Degree or Technical School training in related field and or five years of increasingly responsible experience in civilian law enforcement field, including at least three years responsible management and supervisory level experience
- Any combination of experience and training that may provide the required knowledge and abilities

**2) Ability to:**

- Pass a comprehensive background investigation;
- Meet and maintain any and all clearance requirements by local, state, and federal agencies;
- Attend training, as required, to become proficient in any and all police systems;
- perform system development, maintenance, and administration duties;
- evaluate, test, implement, monitor, and support computer systems;
- analyze systems operating issues;
- troubleshoot, diagnose, and resolve, hardware and software problems with the departments systems;
- research, analyze and evaluate new systems and projects;
- develop and coordinate training;
- respond and assist system users;
- communicate clearly and concisely, both orally and in writing;
- and establish and maintain an effective working relationship with those contacted in the course of work.

**3) Knowledge of:**

- Theories, concepts, principles and techniques of various reporting systems, systems analysis, programming and management;
- municipal government and its operations;
- local, state, and federal reporting requirements;
- data processing in various forms;
- municipal police operations and practices.

## ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Obtain and maintain certifications to access and utilize NCIC, JNET, CPIN, and other similar information systems.
- Apply common sense understanding to carry out instructions
- Attend meetings requested by Chief of Police
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Must be able to read, comprehend, and write the English language.
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior and dress code
- Read labels and written instructions which are typically in English
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position
- Apply supervisory principles to analyze and resolve problems
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities, and time
- Effectively give instructions
- Make presentations
- Provide leadership, direction, and positive motivation
- Set realistic goals

PRIMARY RESPONSIBILITIES:

- Assist with the development, implementation, administration, and enforcement of departmental operations, policies, and procedures to improve quality and quantity of work, solve problems, and save money.
- Suggest and/or design departmental record keeping procedures to manage department records efficiently. Directs the preparation and maintenance of records and reports for the various departmental activities.
- Collect and process data from incident reports for proper reporting.
- Extract data from various police systems and compile reports as directed by the Chief of Police
- Implement the transition from UCR to NIBRS reporting and any successor reporting systems.
- Consolidate and manage record keeping with respect to the MPOETC TACS program and any successor programs.
- Act as recording secretary for internal confidential meetings within the police department.
- Administer any police data/information sharing software that may be purchased by the Township.
- Coordinate specification preparation for new projects and systems and direct the repair and maintenance of all police systems.
- Coordinate police department IT projects and systems with other Township systems and their respective consultants.
- Attends meetings and conferences, reads publications, and maintains knowledge of current "best practices" in law enforcement pertaining to tracking, reporting, and monitoring.
- Receive, refer, and if possible, resolve immediate citizen needs that may arise in the form of a walk in or phone call.
- Execute other duties as directed.

## PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

- IA. In an 8-hour workday, this job requires the physical ability to CONTINUOUSLY:
  - A) Sit for up to: 4 hours
  - B) Stand for up to: 4 hours
  - C) Walk for up to: 4 hours
  
- IB. During an ENTIRE 8-hour workday, this job requires the physical ability to:
  - A) Sit for up to: 8 hours
  - B) Stand for up to: 8 hours
  - C) Walk for up to: 8 hours
  
- II. Job requires the physical ability to LIFT/CARRY:
  - A) Up to 10 pounds occasionally
  
- III. Job requires the physical ability to use hands for repetitive actions such as:  
Simple grasping and fine manipulation
  
- V. Job requires the physical ability to function in activities involving:
  - A) OCCASIONAL: Bending, squatting, reaching, exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, noise

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Note:

Complete the following ONLY if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): \_\_\_\_\_

My Name (Printed): \_\_\_\_\_

My Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_