

CLASS TITLE: POLICE SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under department direction and in coordination with the City of Tulsa IT Department is responsible for the function and strategy of communications and information systems of Tulsa Police Department (TPD), aligning systems with the public safety mission and supporting the increasingly technology-enabled and data-driven operations through management of the TPD Records Section, Project Management Office, Program Management Office, and Police Technology Implementation Section, and is responsible for major projects and budget; and other related duties as assigned.

ESSENTIAL TASKS:

- Sets the information systems mission and vision of TPD, coordinating with the IT Department, while providing strategic direction and oversight for the design, acquisition, development, operation, and support of TPD information systems and programs that fulfill the needs of the business and operations support management
- Manages day-to-day operations of related TPD sections, including directing sworn and civilian staff that support a variety of IT-related functions, providing leadership, coaching and direction to the subordinate leadership team and staff
- Develops and maintains a workforce with the appropriate mix of business knowledge, technical skills, and competencies that balance the needs between growing the agility required to achieve emerging needs and ensuring the core TPD technological and information system functions are reliable, stable, and efficient
- Directs, in cooperation of the IT Department, the technology sourcing and procurement, vendor contract negotiations, and the management of resulting contracts, providing executive oversight for strategic vendor relationship management and developing strategic public-private partnerships
- Leads the development of the TPD information systems strategy and integration with department strategic planning and operations, ensuring cost effective delivery of services and ability to respond with agility to changing business priorities
- Serves as program management executive and drives the development of enterprise technology standards, governance processes, and performance metrics
- Maintains currency on new technologies and platforms, and provides direction on emerging technologies to be assimilated, integrated, and introduced within the department to ensure technological capabilities respond to the needs of the department's strategy
- Provides strategic direction in TPD's technological and information systems innovation efforts and role in experimenting with new solutions to take advantage of opportunities
- Acts as a trusted advisor to, and builds and maintains relationships with, other command staff, including the Chief of Police, to develop a clear understanding of department needs, using influence and negotiation skills to synergize department to enable cost-effective and innovative shared solutions aligned with department goals
- Represents the TPD regarding technological function in hearings, panels, and meetings before the City Council, Mayor's Office, US Department of Justice, and other agencies, and acts as a liaison with the IT Department and other City departments
- Develops relevant related policies
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of a Bachelor's degree from an accredited college or university with an emphasis in Computer Science, Information Systems, Business Administration, Project Management, or a field relevant to the essential tasks listed in this job description and eight (8) years of progressively responsible related experience or a Master's degree from an accredited college or university with an emphasis in Computer Science, Information Systems, Business Administration, Project Management, or a field relevant to the essential tasks listed in this job description and six (6) years of progressively responsible related experience; at least four (4) years of experience in a public safety environment, and/or working in large, cross-functional teams and/or enterprise-wide programs, influencing senior level management and

key stakeholders effectively across organizations and within complex contexts is preferred. Masters degree preferred.

Knowledge, Abilities and Skills:

Considerable knowledge of business, and technology acumen, including full lifecycle knowledge of delivering of mission-critical applications; considerable knowledge of budget planning and financial management; considerable knowledge of current and emerging technologies and how other public and private organizations are employing them to enable digital government and business. Good knowledge of public safety principles and best practices especially as they apply to the essential tasks of this job description, Ability to identify and leverage resources and partnerships to enhance capabilities and manage risk; ability to demonstrate the business value of TPD technology and systems resources to Department and City stakeholders; demonstrated ability to develop and execute a strategic resource plan that ensures sufficient and appropriate staffing, and that employees are highly engaged, developed and satisfied; and ability to effectively balance priorities of continuously leveraging capabilities to optimize operational efficiency and delivering innovative and agile IT solutions to meet emerging department needs. Excellent analytical, strategic conceptual thinking, and strategic planning and execution skills; excellent verbal and written communication skills, including the ability to explain technology concepts to command staff, and business concepts to the staff; excellent leadership skills to develop and communicate a TPD technology and systems vision that inspires and motivates staff and aligns to the department strategy; and effective negotiation skills and ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, kneeling, climbing, and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License. Project Management Institute Project Management Professional Certification is required within eighteen months of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel locally and occasionally out-of-state; and is subject to working more than forty (40) hours per week.

Class Code: 2076

EEO Code: E-02

Pay Code: EX-52

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective Date: 11/10/2021