

# **POLICE INFORMATION SYSTEMS DIRECTOR**

## **Milwaukee Police Department (MPD)**

**THE PURPOSE:** The Police Information Systems Director position offers a unique opportunity to assist the largest law enforcement agency in the State of Wisconsin plan, develop, and implement major technology initiatives to improve the overall efficiency of the Department. The Police Information Systems Director will be responsible for the planning and management of all information technology projects and the overall information environment with a current budget of approximately \$3 million dollar annual budget within the Milwaukee Police Department. The Police Information Systems Director will be responsible for future planning and budgeting for the modernization and upgrading of current systems in the rapidly changing environment of urban law enforcement. This position also serves as liaison with Federal, State, and other municipal public safety agencies regarding technology collaboration and cooperation; and provides direct supervision of the Central Records Division, Communications Division, and Data Services Division. Supervisory responsibilities will include sworn law enforcement personnel as well as civilian personnel. This position will report directly to the Assistant Chief of Police of the Administration Bureau.

### **ESSENTIAL FUNCTIONS:**

- Direct oversight and management of all information systems operations.
- Participate in the selection process to hire and promote personnel within the Office of Police Information Systems.
- Monitor and control budgetary and operational expenditures and resources related to technology management.
- Review and evaluate organizational effectiveness, goals, and strategic planning relative to current and future technology systems and projects.
- Manage multiple hardware and software vendors, multiple contractors and assigned staff.
- Prepare, manage, and maintain the MPD information technology plans and related budget.
- Manage the procurement of computer systems, equipment and related software, operations/support services, including Request For Proposals, proposal evaluation, vendor selection, and contract development.
- Work closely with other City departments and public safety agencies on MPD information system issues.
- Chair the MPD Technology Committee.
- Serve as liaison on the City of Milwaukee Information Management Committee.
- Perform other duties as assigned.

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Management Information Systems, Computer Science, Business, Accounting or closely related field from an accredited college or university.
2. At least five years of senior management experience planning and managing large-scale information technology projects and budgets, including managing a staff of professionals in a project oriented team environment.
3. Government experience, including the development and operation of mission critical systems is desirable but not required.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Knowledge of municipal programs, theories and practices and resources relative to public policy, program evaluation, performance management, meeting management, diversity management, conflict management, organizational development, administrative organization and methods of strategic planning.

- Computer hardware and systems architecture.
- Provide technical and policy leadership.
- Proven leadership and supervisory skills, including the ability to effectively plan and organize activities, resources and establish priorities.
- Ability to identify, implement and evaluate policies and procedures in compliance with strategic planning and technology needs of the Milwaukee Police Department.
- Ability to establish and maintain collaborative working relationship with the City's Information Technology Management Division, other City agencies, vendors and public officials.
- Strong project management skills.
- Ability to effectively manage multiple vendors, contractors and consultants.
- Excellent communication skills.

**CURRENT SALARY RANGE (16) IS:** \$95,030 - \$133,049 annually with excellent benefits.

The City of Milwaukee provides a comprehensive benefit program which includes a defined benefit pension plan, 457 deferred compensation plan, health and dental insurance, long-term disability insurance, group life insurance, tuition benefits, paid vacation, holidays, sick leave and other leaves.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.

The examination will be held as soon as practical after August 27, 2010. Receipt of applications may be discontinued anytime after this date without prior notice. However, recruitment may continue until the needs of the Department are met. Qualified applicants will be notified of the date, time and place of the examination.

***You must submit a resume and cover letter in addition to the application when applying for this position.***

**APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs). Applications submitted online will be forwarded to the Milwaukee Police Department.
- If you submit a hard copy of an application, it should be returned to **Personnel Officer Pamela K. Roberts, Milwaukee Police Department, Human Resources Division, Room 427, 749 W. State Street, Milwaukee WI 53233, by 4:00 P.M. on Friday, August 27, 2010.** Receipt of applications may be discontinued any time after that date. Applications should be accompanied by a cover letter and resume.
- Resume and cover letter must be sent to Personnel Officer Pamela K. Roberts at the above address.

Persons offered employment must pass a background investigation, medical examination and a pre-employment drug test as a condition of employment.