

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2019**

POSITION TITLE: BODY WORN CAMERA (BWC) ADMINISTRATOR

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to manage the Lauderhill Police Department's Body Worn Camera (BWC) Program, which includes inventory, trainings, deployment, system evaluation, policy and procedure implementation and review and overall maintenance of the program's hardware and software systems. Employees in this classification perform highly specialized and technical work. Perform related duties as requested.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Provides administration and overall maintenance of the BWC Program for the Police Department.

Assigns and maintains inventory of BWC equipment, ensures that all sworn personnel is assigned to a camera and has appropriate back-up parts; ensures that replacement equipment is ordered for damaged/lost equipment.

Assists end-users with troubleshooting basic technical equipment issues.

Coordinates with Management Information Systems (MIS) staff regarding system related issues.

Reviews, creates and implements policies and procedures regarding the BWC Program for the Police Department and ensures that all officers are properly trained to utilize the equipment.

Performs routine functionality audits ensuring video evidence is properly uploaded and policies and procedures related to the BWC program are being followed.

Reviews and redacts video/audio and ensures release is in accordance with federal, state, and local statutes and established policies and procedures.

Assists personnel in the use and navigation of the BWC software to find specific video files, burn copies, and share files with authorized personnel and entities.

Liaison with BWC provider and advise department on equipment upgrades and any concerns or issues related to the BWC equipment.

Researches and recommends improvements to current systems and procedures.

Attends related educational / training seminars / conferences to ensure currency on equipment / processes / developments in related field.

Provides on-call support and onsite visits as required.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude the City from assigning duties not listed herein if such functions are a logical assignment to the position.

BODY WORN CAMERA (BWC) ADMINISTRATOR

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office functions such as filing, faxing, answering phones, and copying.
Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Computer Science, Management Information Systems, or closely related field; supplemented by two (2) years in network management administration, network system administration; or any equivalent combination of education, training and experience.

Special Requirements

Valid State of Florida Driver's License

Law enforcement or similar experience preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercise of judgment in determining time, place, and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to heat extremes, traffic hazards, and violence.

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The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.