

**PUBLIC SAFETY PROJECT MANAGER****SUMMARY:**

Under general direction, conducts feasibility studies involving potential systems or applications under consideration by user department. Investigates potential solutions and recommends courses of action. Prepares detail project analysis plans for implementing the proposed systems. Coordinates with successful vendors to determine the overall system flow, programs, and procedures to accomplish the various tasks. Coordinates and supervises the programming and testing of the software and existing data conversions. Coordinates and supervises the installation of hardware and peripheral systems. Provides and/or coordinates the training necessary for successful operation. Reviews and accepts the necessary system operation and procedure manuals required from vendors.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Direct involvement in design, development, installation and maintenance of major system applications and hardware.
2. Supervises technical and support personnel and vendors through the various stages of a project.
3. Recommends the purchase of software. Determines the necessary personnel, physical environment, hardware, procedures and supply costs connected with the proposed systems.
4. Conducts feasibility studies on proposed systems and submits recommendations to supervisors and department directors.
5. Provides effective technical and analytical support for systems operations and failure analysis. Resolves implementation and operational problems with personnel and vendors.
6. Performs application system design reviews, economic appraisals, time/cost estimating, and system trouble-shooting.
7. Coordinates development of training materials for operators and system users with vendors and training personnel. Trains operators and users. Educates staff on operating system and software usage.
8. Keeps abreast of state of the art technological developments in systems and programming.
9. Acts as coordinator between projects' funds grantor and the grant administrator. Assuring reporting and milestones conform to grantors' requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of database management concepts, software logic and programming languages, job control languages and project management techniques.
- Knowledge of computer programming, systems analysis, database design, AND definition project management.
- Skills in planning and organizing.
- Skills in personnel management.
- Ability to supervise and direct the work activities of programmer/analysts, programmers, and other related personnel.
- Ability to recognize and solve technical problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to communicate effectively with all levels of management and with outside agencies and vendors to coordinate complex database and applications software and hardware activities.
- Ability to establish and maintain effective working relationships.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift moderate to heavy objects (up to 50 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or a university with a major in Computer Science or related field, and seven (7) years experience as a Programmer/Analyst including one (1) year supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.