JOB BID

Section 165 Position

Police Department/IT Department

DATE: 9/19/25

CLASSIFICATION: IT Analyst

DEPARTMENT: Police/IT

POSTING DATES: September 19, 2025 to September 26, 2025

SUMMARY OF POSITION:

This position reports to the Chief of Police for day-to-day duties with a dotted line relationship to the IT Director for assistance with IT general and network issues, projects, design, implementation and/or configuration of the IT infrastructure. Administers, maintains and evaluates Aegis/New World Systems, OLEIS e-Citations, DX Series Client, Enhanced Courier, MediaWorks Plus, and related system software (LERMS, CAD, Mobile, Merge, ESS and Maintenance, etc.) including management, maintenance and functionality of above and other software. Also, responsible for the design, configuration, implementation, backup, maintenance and troubleshooting of the IT Infrastructure.

Serves as point of contact for all matters relating to Tyler Technology and ODPS interfaces for the New World Systems software, as well as the liaison between IT and end users.

Maintains the IBR (Incident Based Reporting) and data integrity for reporting statistical information to State and Federal agencies.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of: Geographic layout of jurisdiction; uniform criminal recording codes; Microsoft Windows and Microsoft Office (Word, Excel, Power Point, Outlook), Ohio Incident Based Reporting System, Law Enforcement Records Management System, Computer Aided Dispatch System, Mobile Data Terminals, ESS, OLEIS e-Citation System, DX Series Client, Enhanced Currier, MediaWorks Plus, Linux Operating Systems, CCNA training. Attention to detail, as demonstrated by regularly verifying all work thoroughly to ensure accuracy. Self-motivated with the ability to manage projects to completion.

Experience/Skill in: The use of computer hardware and software commonly used by law enforcement; applying critical thinking and collaborative approaches to improving services and solving technical challenges; customer service and verbal communication; configuration management and query software; systems analysis; system administration tools; ability to navigate operating systems.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Maintain Infrastructure systems such as server maintenance, storage, networking, database administration, messaging, directory services, server virtualization, monitoring, etc.
- Respond to requests, troubleshooting and resolving issues in a timely manner.
- Identify where the creation of proposals for purchasing of new technology is needed.
- Create and execute to completion small to medium Infrastructure projects.

- Troubleshoots and resolves system & related equipment problems;
- Works proactively to identify potential issues and recommends/implements preventative solutions;
- Provides technical support to system end-users;
- Identifies and analyzes system and user needs, as well as equipment requirements;
- Works directly with City IT, Aegis System Administrator, related vendors and agency personnel to coordinate major technical projects, communicate expectations and coordinate deliverables and services;
- Coordinates software and operating system maintenance on workstations and servers.
- Consistently provide input on how to improve internal inefficiencies.
- Grow in knowledge and be aware of best practices and latest market trends.
- Participate in the maintenance, testing, and execution of the Disaster Recovery Plan or other plans/systems as assigned.

MINIMUM REQUIREMENTS:

- Computer Science Degree or equivalent experience
- 3-5 Years of information technology experience
- Experience with Microsoft products
- Experience with Linux operating systems
- Experience in systems administration

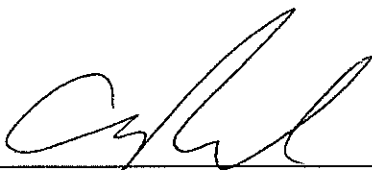**Salary: C41 – Step 0 = $57,371.97 ($27.5827/hour) to Step 12 = $80,320.93 ($38.6158/hour)**

TO APPLY:

All applicants: please forward your resume and a cover letter explaining your interest in this position, why you think you are a good match, and how you think you can contribute to the City of Elyria as an IT Analyst. All application materials must be received by Friday, September 26, 2025 at 3:30pm. Mail or deliver the materials to:

Human Resources
Jean Yousefi
Elyria City Hall, Suite 103
131 Court Street
Elyria, Ohio 44035

OR

jyousefi@cityofelyria.org

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Approved by Safety Service Director

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