CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**ARJIS ADMINISTRATOR – 1253**</u>

<u>**DEFINITION**</u>**:**

Under direction, to serve as the primary liaison between member law enforcement agencies and the Police Department in the development, testing, and implementation of enhancements to the Automated Regional Justice Information System (ARJIS); to prepare, analyze, and administer the ARJIS program budget; and to perform related work.

* <u>**EXAMPLES OF DUTIES**</u>**:**

- Serves as staff to the ARJIS Board of Directors, Program and Budget Committee, and the Management Committee;
- Serves as the chair to user committees;
- Provides liaison between the member law enforcement agencies and the Police Department in the development, testing, and implementation of enhancements to ARJIS system;
- Coordinates the activities of committees;
- Reviews, evaluates, and makes recommendations on policies and procedures affecting the Automated Regional Justice Information System;
- Meets with and briefs elected and appointed officials of the member agencies on issues affecting ARJIS;
- Prepares and administers the budget;
- Trains various agency staff members in the use of ARJIS.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: https://www.governmentjobs.com/careers/sandiego/classspecs.

College graduation with a Bachelor's Degree; **<u>AND</u>** three years of full-time experience in data systems management, systems problem solving, program design, and development of user training.

* <u>**EXAMPLES OF DUTIES**</u> performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.