

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE:** PRINCIPAL APPLICATIONS SPECIALIST – JDC102

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**Exempt:** Yes

**Pay Grade:** T720T

**Approved:** Sheriff Darren Weekly

**Job Type:** 7223T

**Department:** Office of the Sheriff

**Date:** 01-10-23

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**General Duties:** This position is technical and administrative work, driving software systems integration design, development and support centered on data and application interfaces, adherence to architectural standards/principles for sustainability, service resiliency, and security/compliance for the County's networks and systems.

The incumbent works in partnership with other employees, departments/divisions, and agencies in delivering effective and innovative services. Provide holistic services to the public by integrating programs and services provided by other departments, divisions and agencies. Incumbent must be available to support a 24x7 operation via rotation of on-call responsibilities.

This position is also responsible for the collection of user requirements, analysis, design, implementation, testing, and maintenance of changes to Douglas County Sheriff's Office computer applications.

**Supervision Received:** Reports directly to the Public Safety Technology Manager.

**Supervision Exercised:** This position has no direct supervisory responsibility over other positions, although the position is responsible for providing mentoring of less experienced Technical Staff. In addition, the incumbent will be responsible for providing technical leadership on the deployment and support of operationally based projects.

In the absence of the Public Safety Technology Manager this position would be responsible for the Technology Services area.

**Examples of Duties and Responsibilities:** (The following examples are illustrative only and are not intended to be all-inclusive.)

- Maintain confidentiality of information consistent with applicable federal, state and city/county rules and regulations.
- Work as part of a team to avoid duplication of service and to ensure that customer expectations are recognized and resolved.
- Develop, implement and maintain innovative solutions that integrate applications, data, and systems across the network environment.
- Analyze, evaluate and identify improvement of existing components or systems to ensure that the supporting technologies meet business requirements.
- Utilize existing core technologies to deliver customized solutions that support business needs.

- Leverage available scripting and application development tools to increase system-to-system interfaces as well as improve data sharing across platforms.
- Implement and support database infrastructure. Configure, maintain, and monitor web services.
- Support and comply with standard change management, and configuration management.
- Partner with key staff to implement design, configure and maintain virtual and physical software assets.
- Analyze, plan and implement solutions integrating Cloud-based solutions leveraging available Application Programming Interfaces (APIs).
- Determine migration paths to open source and cloud-based infrastructure technologies.
- Automate repetitive manual processes.
- Provide 24/7 on-call support as needed.
- Use data to articulate and tie back value propositions to the business.
- Research emerging technologies; develop technical specifications for new products and services.
- Resolve architecture issues and provide improved design methodologies.

**Other Duties:** Performs other duties as assigned

**Education and/or Experience:** Generally, a Bachelor's Degree in Computer Information or related field, plus twelve years of cumulative experience: a minimum of ten years' experience implementing computer infrastructure and software solutions; seven years' experience in system design/system architecture, analysis, system administration and project management. Additional experience with design and development, implementation, and deployment of integration functions between disparate applications, hardware, networks and systems preferred. Must have experience with MS SQL databases, and scripting to support integrations/interfaces.

OR

Any equivalent combination of training and experience that provides evidence that the applicant possesses the necessary skills and an aptitude to quickly learn and apply missing or new application integration and technologies.

**Certificates, Licenses, Registrations:** Must possess a valid Colorado driver's license. A+ certification and other computer-related certificates are helpful.

**Contacts:** This position has regular contact with Douglas County Sheriff's Office staff, County IT, and vendors.

**Independent Judgment:** Work is performed independently within general guidelines. The ability to seek guidance at appropriate times is required.

**Essential Job Functions:**

Language Skills: Position requires the ability to effectively communicate in both oral and written form, document technical processes and procedures, document business requirements, and establish and maintain effective working relationships.

Computer Skills: Must be highly proficient with Windows PC operating systems, network infrastructure, application/system administration, application deployment, application and database reporting tools.

Reasoning Ability: Position requires the ability to apply common sense understanding to carry out instructions, as well as to deal with complex technical data and systems. Ability to conceive and implement workflows is required.

Other Skills and Abilities: Position requires a high-level of law enforcement knowledge. Position requires strong computer skills and an understanding of program design, implementation, and testing procedures.

Physical Demands: May occasionally be required to lift and/or move up to 40 pounds. Ability to bend, kneel and crawl under desks and tables as necessary.

Work Environment: Work is generally performed in a typical office environment. Some local travel is required. Ability to work beyond scheduled hours and respond to after hour pager/calls in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Consequence of Error: Work involves complex analysis of Computer Aided Dispatch, Records Management, Mobile, Investigations, Field Reporting, Jail Management, and other business functions. Consequences of error may include inaccurate reporting, financial liabilities, inaccurate communications, and non-compliance with state and federal statutes.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.