



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

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OPEN: 04/01/26  
CLOSE: 04/15/26

EXEMPT    X    
NON-EXEMPT        

### POSITION DESCRIPTION

**POSITION:** POLICE INFORMATION SYSTEMS ADMINISTRATOR

**RESPONSIBLE TO:** Tribal Chief of Police

**SALARY:** Step Range: 25-44; Full Benefits  
Salary Range: \$59,406- \$104,169  
Hourly Range: \$28.56 - \$50.08

**CLASSIFICATION:** Professional/ Management, Regular, Full-Time

**LOCATION:** The Klamath Tribal Police Department  
324 Chiloquin Blvd  
Chiloquin, OR. 97624

**BACKGROUND:** Executive Package level background

### POSITION OBJECTIVES

The Police Information Technology Specialist is responsible for the administration, maintenance, and support of all technology systems used by the Tribal Police Department. This includes public safety systems such as Computer-Aided Dispatch (CAD), Records Management Systems (RMS), mobile data systems, printers, radio communications, digital evidence platforms, and associated hardware and software.

This position plays a critical role in ensuring reliable, secure, and compliant technology operations that support law enforcement activities, officer safety, and data integrity. The position requires independent judgment, technical expertise, and a strong understanding of public safety technology environments.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Public Safety Systems Support**

- Administer and maintain CAD and RMS systems, including user access, configuration, troubleshooting, and coordination with vendors
- Support mobile data computers (MDCs) in patrol vehicles, including connectivity, updates, and hardware maintenance
- Ensure system availability and performance for critical law enforcement operations

### **Radio & Communications Systems**

- Support and coordinate maintenance of police radio systems, including portable and mobile radios
- Program radios and manage encryption keys as applicable
- Serve as liaison with regional communications providers and technicians

### **Law Enforcement Equipment Technology**

- Provide technical support for conducted energy weapons (e.g., TASER systems), including firmware updates, data downloads, and evidence integration
- Maintain and troubleshoot body-worn cameras and in-car video systems, if applicable
- Support digital evidence systems, including upload, storage, retrieval, and chain-of-custody integrity

### **Network, Servers, and Infrastructure**

- Maintain department servers, network infrastructure, and secure connections
- Monitor system performance, backups, and cybersecurity protections
- Coordinate with Tribal IT or external vendors on network architecture and security compliance

### **End-User Support & Hardware**

- Install, configure, and maintain desktop and laptop computers, printers (including Zebra printers), and peripherals

- Provide help desk support to sworn and civilian staff
- Manage inventory of IT equipment and lifecycle replacements

### **Data Security & Compliance**

- Ensure compliance with Criminal Justice Information Services (CJIS) requirements and Tribal data governance policies
- Maintain secure user access controls and audit logs
- Assist with policy development related to IT security and system use

### **Vendor & Project Coordination**

- Coordinate with technology vendors for system upgrades, maintenance, and troubleshooting
- Assist in procurement, implementation, and testing of new technologies

Participate in technology planning and modernization efforts

### **SUPERVISORY CONTROLS**

Works under the direct supervision of the Chief of Police who provides general instructions. Work is assigned in terms of functional/organizational objectives.

Employee works independently, resolves problems on the basis of past precedent; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met. Deadlines for entry of data must be made each month to ensure accurate statistical information.

Employee plans and carries out various stages of work by selecting and using approved methods and techniques as appropriate. Work is reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Configuration, administration and troubleshooting of Windows Server 2003/2008/2012, Exchange 2012, Active Directory and Office 2010/2013.

Ability to install, implement, upgrade and manage computer software, including applications, utilities, and system software.

Hardware installation, maintenance and support of workstations, laptops and servers

Understanding of computer networking, TCP/IP, LAN and WAN systems, routers, switches, firewalls, DNS, DHCP, SMTP, SNMP and IP subnets.

Knowledge of Microsoft SQL Server 2012.

Knowledge of Hyper-V, clustering, VM's and SANS.

Experience with intrusion detection, anti-virus/malware tools, encryption, network vulnerabilities, scanners and network monitoring tools.

Basic knowledge of programming languages, preferably visual basic.

Knowledge working with Windows PowerShell.

Ability to troubleshoot technical computer difficulties, identify and repair problems.

Ability to establish, update, and maintain security codes for all employees.

Knowledge of public safety systems including CAD, RMS, and mobile data environments

Familiarity with law enforcement radio systems and communications infrastructure

Understanding of CJIS security requirements and data protection standards

Strong troubleshooting and problem-solving skills across hardware, software, and network systems

Ability to manage multiple priorities in a fast-paced, mission-critical environment

Strong communication skills, with the ability to support non-technical users

Ability to maintain confidentiality and handle sensitive law enforcement data

Ability to communicate both orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purpose of correspondence, providing reports and instructions, as well as, for obtaining information or conveying messages.

Ability to perform work and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities. This includes the ability to plan an organize work using one's own initiative and seek information and assistance from other sources as necessary, making decisions based on experience.

Ability to establish and maintain effective and cooperative working relationships with employees, other departments, state, county, and local agencies, tribal members, elected tribal officials, committee members, and the general public.

Ability to maintain **strict confidentiality** of records and information.

## QUALIFICATIONS, EXPERIENCE, EDUCATION

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a *BA/BS Degree in Management Information Systems or Business Administration with emphasis in Information's Systems, OR* equivalent combination of education and experience in lieu of degree.
- **REQUIRED** to have a minimum of five (5) years' experience in a related field
- **REQUIRED** to have demonstrated supervisory experience.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to pass a background and character investigation consistent with law enforcement standards, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to pass and maintain LEDS/CJIS clearance.

### **Preferred Qualifications:**

- Microsoft Certification(s), preferred.
- Experience with CAD/RMS systems in a law enforcement setting.
- Familiarity with CJIS compliance requirements.
- Experience supporting radio systems or public safety communications.
- Vendor-specific certifications (e.g., Microsoft, CompTIA, Motorola, Axon/TASER)
- Completion of advanced technical training in networks, computers, server operating systems, network security, databases, and applications, preferred.

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes**  
**ATTN: Human Resource**  
**P.O. Box 436**  
**Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>