



Job Announcement

POSITION

Technology Project Coordinator

SALARY RANGE

\$107,723.20 - \$140,046.40

LOCATION

Reno, NV

About the Technology Project Coordinator - Washoe County Sheriff's Office

The Public Safety Coordinator (PSC) works out of the Client Engagement and Experience Division in Technology Services and reports to the IT Manager. The position is responsible for supporting and ensuring the successful execution of public safety projects within Washoe County and the region.

The Public Safety Coordinator bridges the gap between technology and public safety operations to enhance the effectiveness and efficiency of public safety efforts. This role involves understanding the unique challenges faced by law enforcement agencies, emergency services, and other public safety organizations, and then implementing technology solutions that address those challenges.



About Technology Services

The mission of Technology Services is to utilize and develop effective and innovative technology solutions to help Washoe County and surrounding regions in providing and sustaining a safe, secure, and healthy community. To meet this mission, Technology Services created a technology plan focused on enhanced citizen experience, operational effectiveness, cybersecurity, and business continuity. The plan is aligned with the County's priorities and to the County's vision to be the social, economic, and policy leader in the region.

Technology Services is made up of four divisions with 92 employees: Business Systems and Integration (BSI), Regional Services (RS), Client Engagement and Experience (CEE), and Customer and Enterprise Solutions (CES). This position works with all divisions on public safety projects for the County's public departments and many external constituents.



**QUALITY
PUBLIC SERVICE**



INTEGRITY



**EFFECTIVE
COMMUNICATION**



Ideal Candidate Criteria

- Strong knowledge of various public safety technology systems, including software, hardware, networks, and data management.
- Ability to assess the technical needs of public safety agencies and recommend appropriate solutions.
- Comprehensive understanding of law enforcement, emergency response, and other public safety operations.
- Lead and inspire project teams, even if they don't have direct authority over team members. They should possess strong influencing and persuasion skills to drive project success and manage stakeholders' expectations.
- Skill in fostering collaboration between different agencies, departments, and external partners.
- Understanding of cybersecurity principles and best practices to ensure the security and integrity of public safety technology systems.
- Strong commitment to ethical behavior, especially when dealing with sensitive data and technology applications in public safety.
- Solid understanding of project management methodologies, best practices, and tools. They should be familiar with project lifecycle, planning, scheduling, risk management, and quality assurance.
- Skilled in analyzing data, identifying problems, and proposing effective solutions. Strong critical thinking and problem-solving abilities are crucial.
- PSCs work with diverse stakeholders, including project teams, executives, clients, and vendors. Excellent communication skills, both written and verbal, are necessary for effective collaboration, negotiation, and relationship management.
- Projects often face unexpected changes and challenges. The ideal candidate should be adaptable, comfortable with ambiguity, and capable of adjusting plans and strategies as needed.
- The candidate should be able to align project goals with organizational objectives and make informed decisions based on business priorities.
- Proficiency with project management software tools, such as Microsoft Project, JIRA, or Trello, is desirable. Familiarity with data analysis and visualization tools can also be advantageous.
- Passion for continuous improvement and be proactive in identifying opportunities to enhance public safety processes, streamline workflows, and implement best practices.
- Previous experience in project management or as a PMO is beneficial. Professional certifications such as Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) can demonstrate a candidate's commitment to the field.
- Extensive technical background and deep understanding of emerging public safety technologies.
- Strong strategic thinking and ability to align technology with business goals.
- Track record of driving innovation and implementing successful technical strategies.



Technology Project Coordinator



Experience & Training Requirements

A bachelor's degree from an accredited college or university in information technology or a closely related field AND four years of experience in information technology project planning, development and implementation; OR an equivalent combination of related education and experience.

Compensation & Benefits

The annual salary range for this position is \$107,723.20 - \$140,046.40. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each full-time employee
- Health, Dental, Life and Vision Insurance - Washoe County contributes 100% of the premium for each employee. Coverage includes medical, dental, vision, and life insurance. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the
- High Deductible Health Plan (HDHP) with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment. Washoe County contributes up to \$2,500 annually into the employee's Health Savings Account (HSA).
- Vacation Accrual (96 hours per year, increasing with continued employment)
- Deferred Compensation plans available
- 11 Paid Holidays
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017-2023 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax*



Technology Project Coordinator

About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. Reno boasts a bustling downtown, diverse neighborhoods, proximity to beautiful Lake Tahoe and Nevada's flagship state university. Known for its recreational activities, Washoe County offers world-class ski and golf resorts, 24-hour gaming and entertainment, lakes, fishing, and hiking, all within minutes of the metropolitan area. Diverse lifestyle choices are available in Washoe County. Urban and suburban living is available, as are rural options in the vast unincorporated areas.

Washoe County Governance & Organization

A five-member Board of County Commissioners (BCC), elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County fulfills major roles including providing services as an administrative arm of the state, and as a regional and community services provider. Washoe County has numerous state-of-the-art, award winning facilities and provides nationally recognized regional and urban services to a diverse population including public safety, criminal justice, public works, and health and human services. Washoe County employs approximately 2,700 full time employees in 24 departments led by both appointed and elected department heads. The County's annual budget is comprised of 23 governmental funds, and six proprietary and internal service funds, with expenditures of over \$1 billion.

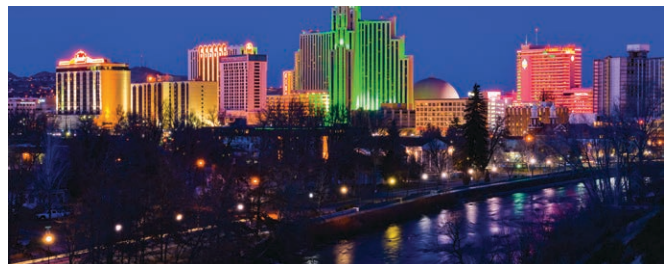
Selection Process

In order to be considered for this excellent career opportunity, please submit an online application by visiting: governmentjobs.com/careers/washoecounty

Applicants are encouraged to attach a comprehensive resume and a compelling cover letter of professional experience, qualifications, and competencies associated with the Experience and Training Requirements and Ideal Candidate Criteria. If you have questions regarding this position, please contact, Alma Parel, at 775-328-2090 or e-mail to aparel@washoecounty.gov

Tentative Timeline

- September 1, 2023 – Recruitment Deadline.
- Week of September 4, 2023- Screening Committee reviews candidate materials to identify top candidates with the most potential for success. Top candidates will be contacted for an interview.
- First interview with top candidates will take place on the week of September 11, 2023.
- Second interviews will take place on the week of September 25, 2023.
- Start date anticipated to be October 9, 2023.



EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.