

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION

Public Safety Analyst I - Video & Body Camera

SALARY RANGE

TPOAM Pay Grade I: \$44,400 - \$54,650

Excellent benefit package, including: medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

This position is responsible for performing a variety of tasks associated with the Southfield Police Department body worn cameras and in car cameras which do not require the authority of sworn personnel.

- Work in conjunction with the Fleet Maintenance, Police Records, and Information Technology Staff.
- Review and properly tag/label video evidence from all body worn and in car camera systems.
- Manage, order and organize all physical body worn and in car camera systems.
- Coordinate and schedule equipment repairs; Work with vendors to create equipment orders.
- Work with Police Records and Legal Department for disbursement of video evidence; Perform video redactions.
- Create videos for internal requests and in response for court subpoenas and Freedom of Information Act (FOIA).
- Respond to special assignments as directed by department heads and supervisory staff.
- Respond to requests for information from citizens, personnel and other departments via telephone and in person.
- Work with IT to manage media storage: ensure all digital files are saved and cataloged for retrieval, delivery, and long term archival;
- Work with IT to assign body cameras to sworn personnel and connect with car cameras; Other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Associates degree or equivalent in film and video or related field, plus 1 year experience using video software and editing video digitally.
- One year of full time work experience in public safety employment sufficient to produce knowledge of governmental operations, court procedures, and/or policing techniques.
- Strong attention to detail and ability to work independently; excellent written and oral communication skills.
- Ability to understand complicated request to produce the needed/requested video edit.
- Professional maturity, integrity, confidentiality, discipline and a positive attitude to succeed in this position.
- Requires sufficient analytical and cognitive skills to successfully accomplish essential functions.
- Must have ability to establish and maintain effective working relationships with various departments and co-workers.
- Ability to simultaneously manage multiple project deadlines in a prioritized manner and changing priorities.
- Significant problem solving and organizational skills necessary to coordinate diverse, simultaneous requests.
- Possess a valid Michigan Driver's license and a good driving record.
- Have working knowledge of the Freedom of Information Act.
- Ability to pass a criminal history and background clearance performed by the Southfield Police

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification, as determined by the City of Southfield.

APPLY AT: **Human Resources Department, City of Southfield,
26000 Evergreen, Southfield, MI 48076**

Applications may also be downloaded from www.cityofsouthfield.com.

Complete City of Southfield Application Packets Must Be Received in The Human Resources Department by 5:00 P.M.

February 14, 2020

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr January 22, 2020



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.