

JOB ANNOUNCEMENT

Announce Date: 11/3/23

**MIS TECHNICIAN**  
ROLLA POLICE DEPARTMENT

**GRADE CLASSIFICATION:** Grade G6, Full-time, Non-Exempt

Salary Range: \$50,271-69,587

**FLSA:** Full-Time, Non-Exempt

**EMPLOYEE BENEFITS:**

Family health and dental insurance plan; life insurance; Custom Benefit Plan; eleven (11) paid holidays and one (1) personal holiday; two (2) weeks of vacation and twelve (12) sick days a year.

**DESCRIPTION OF BASIC DUTIES:**

Performs a variety of administrative and technical work involved in deploying, supporting, and maintaining information systems and services within the Rolla Police Department and Phelps County Central Communications. Such systems include, but are not necessarily limited to, desktop computers, MDT's, servers, printers and networking equipment, administrative phone system, and 911 phone equipment.

**EDUCATION and EXPERIENCE:**

Four (4) year degree preferred. At least two (2) years of college or university education, or one (1) year of Technical School education, specifically dealing with Information Technology/Information Systems, or equivalent experience. Experience with Microsoft Windows is required. Experience with general PC repairs and software installation of Windows and other software is required. Office 365 experience is preferred. Knowledge of Windows Server OS, general networking protocols, network equipment such as switches, firewalls and routers is also desired.

**PHYSICAL DEMANDS:**

Employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required include close vision and the ability to adjust focus. Must occasionally lift and/or move up to 50 pounds. Full job description available.

**OTHER REQUIREMENTS:**

- < Must be a US citizen at least 21 years of age and possess a valid Missouri Driver's License at time of appointment.
- < Must successfully pass the following: Peer Board interview, polygraph, background investigation, & drug screen.

APPLY ROLLA POLICE DEPARTMENT, 1007 N. ELM ST., ROLLA, MO 65401  
OR ONLINE AT [WWW.ROLLACITY.ORG](http://WWW.ROLLACITY.ORG).  
PROCESS WILL REMAIN OPEN UNTIL POSITIONS ARE FILLED.  
**RESUME REQUESTED.**

EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS