



## Northwest Central Dispatch System

1975 E. Davis Street  
Arlington Heights, IL

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### **JOB ANNOUNCEMENT**

Northwest Central Dispatch System (NWCDs) located in Arlington Heights, Illinois, seeks a highly qualified and motivated person to fill the position of Records System Manager.

NWCDs is a consolidated 9-1-1 communications center that serves eleven (11) municipalities in the northwestern suburbs of Chicago. The municipalities served have an overall population of over five hundred thousand (500,000). More information can be found about NWCDs from our website at [www.nwcads.org](http://www.nwcads.org).

NWCDs is excited to be implementing the Premier One system by Motorola Solutions with an expected “go-live” in November of 2019. The Premier One system is an integrated computer-aided dispatch (CAD), police records, and mobile data system. With the technical consolidation of separate police records systems at the individual NWCDs member police departments to one (1) system located at NWCDs, a Records System Manager is needed for oversight, coordination, and management.

The position will require strong leadership skills and a focus on written and verbal communication with IT professionals, records supervisors, and police command staff at the NWCDs member police departments. The position will report to the Deputy Director – Support Services and will be expected to help standardize records for 11 police departments.

Candidates need to demonstrate knowledge of the following:

- Police records management system (RMS) experience and a sound understanding of RMS applications and CAD system integration (experience with Premier One by Motorola Solutions a plus)
- Knowledge of, or experience with RMS-related applications such as Lexis Nexis, Dacra, CABS, IUCR, NIBRS, and NDE-x
- SSRS and SQL database proficiency
- Experience with data analytics as it pertains to law enforcement
- Basic information technology (IT) network knowledge
- Candidates must be proficient in standard office software including Microsoft Word, Excel, Outlook, PowerPoint and Access.



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Ideal candidates will meet the following requirements:

- Bachelor's Degree or commensurate experience in public safety, management, or IT-related field
- A minimum of 4-years of experience in a public safety position which may include: police, police records, 9-1-1 Telecommunicator, IT, or CAD/RMS vendor
- LEADS (NCIC) Full-Access Certified, or other State's equivalent

The starting salary is \$88,000-\$92,000 annually, depending on qualifications, plus excellent benefits including participation in the Illinois Municipal Retirement Fund (candidate must be eligible for IMRF). The hours for this position are generally Monday through Friday from 0830 to 1630 hours. The position requires flexibility with scheduling including hours adjustments and trouble-shooting issues during non-business hours.

Steps for candidates may include a thorough interview and testing process to measure knowledge. All candidates must successfully pass a thorough background investigation, psychological screening, medical exam and drug test.

Interested candidates should complete an application, which can be found on the NWCDs website at <https://www.nwcads.org/employment>. Candidates should email their completed application along with résumé no later than May 3, 2019, at 1700 hours.

Applications and a current résumé/cover letter should be emailed to: [employment@nwcads.org](mailto:employment@nwcads.org)

All questions can be directed to NWCDs administrative staff at: [employment@nwcads.org](mailto:employment@nwcads.org)

*NWCDs is an equal opportunity employer.*