

**Polk County Sheriff's Office Job Description**  
**1920 Procap Project Coordinator**

January 10, 2005, Revised October 9, 2006

**Position Concept:**

The Procap Project Coordinator performs operational and technical duties and tasks in regards to maintaining the Polk County Sheriff's Office Procap Philosophy.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Procap Project Coordinator may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Create, modify, develop programs
- Maintain knowledge of software
- Evaluate software and hardware
- Conduct emergency boot of Mapper
- Boot Mapper database
- Resolve programming, hardware problems
- Provide user assistance
- Maintain system security
- Conduct training
- Assist in development of database
- Liaison with County BoCC GIS
- Perform system upgrades
- Research, prepare projects and proposals
- Collect crime data and formulate records
- Prepare statistical analyses, reports, plans
- Attend meetings
- Conduct presentations
- Work with sensitive information

**Education, Professional Certification or License:**

- Four (4) year degree from an accredited college or university
- A comparable amount of training/experience may be substituted for college degree
- Valid Florida driver's license

**Professional Experience:**

- Minimum of two (2) years hands-on experience with operation and repair of computers
- Minimum of two (2) year's analytical experience

**Status:**                             Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                     Minimal Risk                     Foreseeable Risk

**Environmental Conditions:**

- Works near electrical equipment
- Works varying hours
- Work is subject to call out
- Works under stressful conditions

## **Polk County Sheriff's Office Job Description 1920 Procap Project Coordinator**

### **Required Skills and Knowledge:**

#### **Knowledge of:**

- PCSO policy and procedures
- County ordinances and violations
- Federal and State laws
- Geographical area
- Multiple PC and Server operating systems
- Various software
- Adult learning process
- Mapper programming language
- Internet
- Geographical information systems
- Supplies
- Resources
- Florida State Statutes

#### **Ability to:**

- Operate office equipment
- Operate audio/visual equipment
- Develop software programs
- Implement instructional techniques
- Operate a motor vehicle
- Read and write English
- Perform computer system troubleshooting
- Perform multiple tasks
- Prepare written texts
- Operate calculator
- Be discreet and confidential

#### **Skills:**

- Advanced computer
- Analytical
- Technical
- Interpersonal
- Diagnostic
- Keyboarding
- Research
- Instructor
- Mathematical
- Public speaking
- Basic English grammar

### **Physical Requirements:**

- Lift/carry 25 lbs.
- Bend/squat
- Sit for long periods
- Manual dexterity
- Speak English understandably
- Hear at a normal level or with accommodations
- See at a normal range or with accommodations
- Stand for long periods
- Ambulate independently
- Mental alertness

For additional information on this position refer to the Job Task Analysis.