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## JOB POSTING

# Public Safety IT Coordinator

<b>Union:</b>	Londonderry Association of Police Supervisors (LAPS)
<b>Salary Range:</b>	Through June 2026: \$89,001.60 – \$118,768.00 Effective July 1, 2026: \$92,705.60 – \$122,345.60
<b>Department:</b>	Londonderry Police Department
<b>Posting Date:</b>	April 8 <sup>th</sup> , 2026

### About the Opportunity

The Londonderry Police Department is seeking a highly skilled and motivated Public Safety IT Coordinator to oversee the technology systems that support police operations, communications, records management, and public safety services.

This position plays a critical role in ensuring the uninterrupted operation of the Department's records management systems, dispatch console systems, network infrastructure, servers, cruiser technology, security access systems, and telecommunications platforms. The successful candidate will serve as the Department's primary technology resource and liaison with town and state IT partners.

This is an excellent opportunity for an experienced IT professional who wants to apply technical expertise in a mission-driven public safety environment.

### Key Responsibilities

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive.)

- Administration and support of the Department's IMC records and dispatch systems
- Network, server, desktop, laptop, and cruiser computer administration
- Installation and maintenance of IT hardware, software, and peripherals
- Coordination with NH Department of Information Technology, Town IT, GIS, and other partners
- Security door access system administration, including employee credentials and key fobs
- Department phone and recording systems management
- Data backups, disaster recovery, and system integrity monitoring
- Website and internal intranet maintenance
- Development of training materials, user guides, and IT policies
- Budget planning and recommendations for annual technology needs

- Support for department events, ceremonies, investigations, and special operations requiring IT resources
- Additional duties as assigned by command staff

### **Minimum Qualifications**

- Qualified candidates should possess:
  - U.S. citizenship and minimum age of 18
  - Bachelor's degree or higher in Computer Science or closely related field
  - Four (4) years of full-time systems administration experience, or an equivalent combination of education and experience
  - Strong network administration and technology troubleshooting skills
  - Ability to successfully complete:
    - Written and oral examinations
    - Extensive background investigation
    - Criminal history check
    - Medical exam
    - Drug screening
    - Polygraph examination

Equivalent experience combinations will be considered.

### **Knowledge, Skills and Abilities**

- Strong knowledge of:
  - Network infrastructure
  - Server administration
  - Hardware/software lifecycle management
  - Data backup and recovery systems
  - IT security and user access controls
  - Troubleshooting in high-availability environments
- Ability to:
  - Analyze and resolve complex technical issues
  - Train users with varying levels of technical proficiency
  - Communicate effectively in writing and verbally
  - Maintain confidentiality with sensitive law enforcement data
  - Manage time, competing priorities, and emergency response needs
  - Work independently and as part of a team
  - Adapt to structured procedures while exercising sound independent judgment

Experience supporting public safety, dispatch, records systems, or CJIS-compliant environments is highly desirable.

## **Work Environment**

This position works primarily in an office and police facility environment, with responsibilities extending to cruisers, field locations, and other municipal facilities as needed.

The role requires:

- Extended periods of sitting
- Frequent computer and desk work
- Occasional standing and walking
- Light to moderate lifting of 10–25 pounds
- Occasional heavy lifting of IT equipment
- Flexible availability for emergency technology outages and critical incidents
- Ability to work under deadlines and high-stress operational conditions

## **Occupational Exposures**

- Law enforcement operational environments
- Sensitive criminal justice and personally identifiable information
- Emergency and after-hours incident response situations
- Server rooms, network closets, and equipment installations
- Occasional field response to police vehicles, communications systems, and off-site municipal technology resources
- Potential exposure to stressful or time-sensitive public safety incidents requiring immediate technical intervention

## **Selection Process/Appointment:**

May be required to participate in oral interview, background investigation and criminal history check. Town Manager appoints based on the recommendation of the Chief of Police

## **Application Process:**

Internal Candidates: Please submit a letter of interest and resume to:  
rbuker@londonderrynhpd.gov .

External Candidates: To apply, please submit a cover letter, resume, and a completed employment application (available on the [HR page of the Town website](#)) via email to [rbuker@londonderrynhpd.gov](mailto:rbuker@londonderrynhpd.gov). The subject line should read “Public Safety IT Coordinator”, and the title of all documents submitted should include the applicant’s name (e.g. “John Doe Employment Application”).

**No phone calls or in-person applicants, please.**

**Application Deadline:** May 8<sup>th</sup>, 2026 at 5:00 PM.

*The Town of Londonderry is an Equal Opportunity Employer (EOE).*

## PHYSICAL ACTIVITY REQUIREMENTS

(To be performed with or without accommodation)

<b>PRIMARY PHYSICAL REQUIREMENTS</b> Indicate how often task is required: Never, rarely, occasionally or frequently		<b>OTHER PHYSICAL CONSIDERATIONS</b> Indicate how often task is required: Never, rarely, occasionally or frequently			
LIFT up to 10 lbs:	Frequently	Twisting:	Occasionally		
LIFT 11 to 25 lbs:	Occasionally	Bending:	Occasionally		
LIFT 26 to 50 lbs:	Occasionally	Crawling:	Occasionally		
LIFT over 50 lbs:	Occasionally	Squatting:	Occasionally		
CARRY up to 10 lbs:	Frequently	Kneeling:	Occasionally		
CARRY 11 to 25 lbs:	Occasionally	Crouching:	Occasionally		
CARRY 26 to 50 lbs:	Occasionally	Climbing:	Occasionally		
CARRY over 50 lbs:	Occasionally	Balancing:	Occasionally		
REACH above shoulder	Occasionally				
REACH at shoulder height:	Occasionally	<b>WORK SURFACE(S)</b> Indicate "Yes" or "No"			
REACH below shoulder	Occasionally	Counter tops and desks	Yes		
PUSH/PULL:	Occasionally	Flooring (various types)	Yes		
<b>HAND MANIPULATION</b> Indicate how often task is required: Never, rarely, occasionally or frequently		Uneven surfaces	Yes		
Grasping:	Frequently	Sloped Surfaces	No		
Handling:	Frequently	Snow or icy surfaces	No		
Torquing:	Occasionally	Grass/Pavement	No		
		Vehicle Interiors	Yes		
<b>COGNITIVE AND SENSORY REQUIREMENTS</b> Indicate "required" or "not required"		<b>ENTER NUMBER OF HOURS DURING ONE WORK SHIFT</b>			
Speaking	Required	Enter Number of <b>Consecutive</b> Hours		Enter Number of <b>Total</b> Hours	
Hearing:	Required	Sit	4	Sit	5
Seeing:	Required	Stand	2	Stand	2
Tasting:	Not Required	Walk	1	Walk	1
Smelling:	Not Required				
<b>EQUIPMENT:</b> List all equipment that may be used:					
<b>ENVIRONMENT:</b> Indicate percent – total should be 100%		Inside	95%	Outside	5%