



# Pennsylvania APCO

## Public Safety Communications Awards Program 2010 Nomination Package

**The deadline for all nominations is May 1, 2010**

PENNSYLVANIA APCO - INFORMATION TECHNOLOGIST OF THE YEAR

### Instructions

#### Eligibility

Nominees must have been employed in the applicable category by a public safety agency any time between March 1, 2009 and May 1, 2010. Nominees do not have to be members of APCO. Persons submitting a nomination or being nominated must be; a.) Residents of Pennsylvania OR b.) Employed within the boundaries of Pennsylvania.

Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.

#### Sample Job Responsibilities

##### ANALYTICAL/TECHNICAL:

- Provides technical support and performs professional work related to the operation and support of computer hardware, peripherals, and software applications.
- Participates in the evaluation and implementation of new computing technologies.
- Performs complex level application support work on the agency's computer applications systems.
- Provides project and program leadership to professional and technical staff.
- Provides project management for large scale support projects.
- Performs routine to complex level application support work on the agency's computer applications systems.
- Performs advanced level telecommunications work related to the purchase, installation, and maintenance of communications equipment.
- Performs technical work gathering, analyzing, and summarizing data.

##### DATABASE/NETWORK:

- Performs and coordinates the activities necessary to administer and manage the databases and systems used within and across departments throughout the agency.
- Designs and develops GIS applications.
- Provides analytical modeling in support of planning functions.
- Manages and coordinates the design installation, upgrade and maintenance of agency wide network systems.

#### Sample Job Titles

Systems Administrator, Information Technologist Specialist, Information Technologist, Network Administrator, Systems Engineer, Senior Computer Analyst, CAD/GIS Administrator, Network Services Supervisor, NCIC/CAD System Manager, Technician, 9-1-1 Systems, Information Technology Coordinator, Senior Project Manager, Records Technician (MSAG Coordinator), Mobile/CAD System Administrator, Information Technology Specialist 4, IT Tech and Address/Mapping Coordinator, etc.

### **Completing this form**

- Save a copy of the downloaded version of this document to your computer's hard drive. *Nominations will only be accepted using this form.*
- Type the required information directly into the saved version of the document.
- Be sure to include information for *all* requested sections.
- Include specific facts or examples wherever possible to back up your comments.
- Ask someone to proof the form before you submit it: Are there grammatical errors? Is there information that is unclear? Do the descriptions provide enough detail to "paint a picture" of the performance and contribution of the nominee to public-safety communications?

### **Submitting your nomination**

Email the completed Microsoft Word nomination form as an attachment to [dmbteddy@aol.com](mailto:dmbteddy@aol.com). You will receive emailed confirmation that we have received your nomination within five business days.

If you are unable to email the nomination, you can mail it to:

Diane Benner, Secretary  
42 Millertown Road  
Bloomsburg, PA 17815

All nominations must be received by May 1, 2010

### **Still have questions?**

Frequently asked questions (FAQs) are available for downloading from the APCO Awards page at <http://www.apcointl.org/new/membership/awards.php>.

**Award Nominee Information**

Name:	
Agency:	
Job Title:	
Agency Address: Address line 1:  Address line 2 (if applicable):  City:  State:  Zip code:	
Agency Phone Number (including area code):	Agency Fax Number (including area code):
Email address:	

**Nominator Information**

Name (one individual only, please):	
Agency:	
Job Title:	
Agency Address: Address line 1:  Address line 2 (if applicable):  City:  State:  Zip code:	
Agency Phone Number (including area code):	Agency Fax Number (including area code):
Email address:	How did you learn of the award? <input type="checkbox"/> APCO web site <input type="checkbox"/> Email from APCO <input type="checkbox"/> Postcard from APCO <input type="checkbox"/> Link from APCO's MySpace page <input type="checkbox"/> Link from NPSTW page <input type="checkbox"/> Link from APCO's conference page <input type="checkbox"/> Through a colleague <input type="checkbox"/> Through an APCO chapter Other (please explain):

## The Criteria

1. Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, Ems, PSAP only, etc.).
2. Describe the nominee's daily and additional pertinent duties and responsibilities.
3. Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
4. Describe how the nominee functions as a team player.
5. Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
6. Describe how the nominee insures the reliability of the agency's internal computer system and protects the integrity and security of the agency's data.
7. Describe how the nominee ensures the agency meets and maintains external (local, state, and federal data security) requirements.
8. Describe how the nominee utilizes innovative solutions and applications to further the mission of the organization.
9. In one page or less, describe why the candidate should receive the 2009 PA APCO Information Technologist of the Year award.