



City of Harrisonburg  
**Software Portfolio Specialist (Information Technology)**

<b>SALARY</b>	\$23.70 - \$26.07 Hourly \$1,896.00 - \$2,085.60 Biweekly \$4,108.00 - \$4,518.80 Monthly \$49,296.00 - \$54,225.60 Annually	<b>LOCATION</b>	Harrisonburg, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	5365 - (Sept 2024)
<b>DEPARTMENT</b>	Emergency Communications Center	<b>OPENING DATE</b>	09/27/2024
<b>CLOSING DATE</b>	10/15/2024 5:00 PM Eastern	<b>FLSA</b>	Non-Exempt

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## Description



**At the Harrisonburg-Rockingham Emergency Communications Center (HRECC), we believe that every interaction is an opportunity to make a difference. As our Software Portfolio Specialist, you will play a vital role in supporting the systems that help our team bridge distress to safety, supporting the link between our community and the emergency services they rely on.**

**Make a Difference:** In this role, you won't just manage software—you will ensure that our dedicated team of Emergency Communications Officers have the right tools, to provide the right help, to the right place, in the right way, every time. In this fast-paced, high-stakes environment, your work will keep mission-critical technology functioning, making a direct impact when it matters most, and you will join a team that is committed to serving something greater than ourselves—the safety and well-being of our community.

**Be Part of a Team:** Our mission is driven by a commitment to serve those who serve us. You will be joining a talented and driven team that believes in working together to keep our community safe and living by our values of being Sincere & Empathetic, Honest & Humble, Optimistic, Well-Informed & Willing, Upbeat & Positive, and Procedurally Compliant. Our team serves with transparency, professionalism, and integrity, knowing that every action we take helps safeguard our community and support the individuals on the front lines of emergency services who rely on our technical expertise to save lives.

### Work with Purpose:

- Oversee essential public safety software systems that empower our Emergency Communications team and First Responders to act swiftly and decisively.
- Provide technical support for mission-critical systems, ensuring they always remain operational.
- Serve as a vital liaison with public safety stakeholders, ensuring smooth and effective communication.
- Manage projects from start to finish, leading the deployment of new technologies and system enhancements.
- Deliver user training and maintain system integrity, empowering our team with the skills and knowledge they need to excel.

**Build Your Future:** We are seeking a service-oriented individual with a passion for making a difference. If you bring a commitment to our mission and the drive to learn, we are committed to helping you grow professionally. Our team will provide the training, mentorship, and support you need to succeed and thrive in this impactful role. The Software Portfolio Specialist is a full-time position with benefits and a preferred hiring range of \$23.70 - \$26.07 per hour (equivalent to \$49,296 - \$54,225 annually); however, an exact offer will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.

A full list of essential job functions and the ideal candidate's knowledge, skills, and abilities for this position is available in the [class specification](#).

## Minimum Qualifications

### Minimum Requirements at Time of Application:

- Associate degree in information technology or related field and considerable (3-5 years) experience in software portfolio management, public safety, information technology, information technology project management, or similar work. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.
- Availability to primarily work dayshift with nights and weekends periodically, as business needs dictate.
- [Click here to view the physical requirements of this position.](#)

### Requirements After Hire Date:

- Criminal Justice Information Services (CJIS) Security Training within six months of hire.
- National Emergency Number Association (NENA) Emergency Number Professional (ENP) Certification within three years of hire.

As the successful applicant for this position, you will be subject to the following screenings and must receive satisfactory results:

- DMV Driving Record Review;
- Criminal Background Investigation, including CJIS, Virginia Criminal Information Network (VCIN), and fingerprinting;
- Personal History Statement\*.

\*Candidates may review [a copy of the Disqualifying Criteria online](#). (Download PDF reader)

## Supplemental Information

**Application Deadline:** In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history, by 5:00pm EST on Tuesday, October 15, 2024.

*The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and 15.5 holidays.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.*

*The City of Harrisonburg is an Equal Opportunity Employer.*

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### Agency

City of Harrisonburg

### Address

409 South Main Street  
Third Floor  
Harrisonburg, Virginia, 22801

### Phone

540.432.8920  
540.432.7796

### Website

<https://www.harrisonburgva.gov/employment>