



**DEPARTMENT:** Information Services

**POSITION:** Data Analyst-Crime

**TYPE:** Full-Time

**SALARY:** \$60,880 - \$80,329

**BENEFITS:** Full Range of Benefits

**CLOSING DATE:** Open Until Filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** Our mission is to provide efficient, centralized, and cost effective municipal information services to the Divisions and Departments of the City, in turn helping them to provide services to citizens. Furthermore, we intend to be good stewards of public resources in order to enhance the quality of life in the City of Salisbury. The Department of Information Services has three divisions: The Information Technology division, The Geographic Information Systems (GIS), and The Connectivity division.

#### Profile:

This position will access, analyze and visualize information from the Salisbury Police Department database and other law enforcement sources. The analysis will be used to create maps, charts, graphs and reports in support of the Salisbury Police department, while ensuring public transparency. This position identifies crime patterns and statistical trends to identify areas where law enforcement resources are best utilized. The Data Analyst is the primary intelligence liaison between the Salisbury Police department and regional law enforcement agencies.

**Preferred Education:** Bachelor's Degree in Mathematics, Computer Science, Geography (GIS Track) or related field.

**Preferred Experience:** Two years of performing analysis/analytics

**Requirements/Certifications:** Advanced to proficient in ArcGIS Pro/ArcMap and SQL Server. SQL coding language, Python and R for automation and coding language experience in CSS, HTML, Java Script.

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.



**City of Salisbury  
Department of Information Services  
Data Analyst - Crime**

**Salary: \$60,880.00 – 80,329.00 (Depending on Qualifications) per year-Full Benefits-Full Time (35 hrs. per week)**

Situated between the Chesapeake Bay and Atlantic Ocean is the capital of the Eastern Shore, Salisbury, Maryland. With a population of approximately 34,000, Salisbury has become home to a very diverse community of people. Whether it is for the vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, or globally known corporations people are coming from all over to be a part of this ever changing town. You may be interested in this posting.

**Duties:** The primary duty of this position will access, analyze and visualize information from the Salisbury police department database and other law enforcement sources. This analysis will be used to create maps, charts, graphs and reports in support of the Salisbury Police Department and to ensure public transparency. This position identifies crime patterns and statistical trends to identify areas where law enforcement resources are best utilized and to inform the public of crime patterns and trends. This position will ensure a consistent and pertinent information flow throughout all city departments, other government agencies, and to the public without compromising data sources and while maintaining privacy rules. This position may act as the primary intelligence liaison between the Salisbury Police Department and regional law enforcement agencies. This position will work to automate reporting and analysis requirements by creating computer language scripts that can be run at regular/scheduled intervals to maximize our law enforcements situation awareness. The successful candidate will have very strong computer science, database and computer language skills. Performs other duties as required. This position has an established career ladder for performance and skill based salary growth.

**Requirements:** Bachelor's Degree in Mathematics, Computer Science, Geography (GIS Track) or other related field is preferred. Two years of performing analysis/analytics is preferred. Applicant must have proficient to advanced knowledge of the following software platforms: ArcGIS Pro/ArcMap and SQLServer. Applicant must be proficient to advanced in the SQL coding language and have experience with Python and R for automation and statistical analysis purposes. Additional coding language experience in CSS, HTML, Java Script, or other web based coding languages is preferred. Equivalent training, education and experience will be considered. Position requires fingerprint and basic background check, drug screening and a valid driver's license.

**Closing Date:** Until Closed

**APPLY:** Submit City application (<https://salisbury.md/apply>) and resume or cv to:  
Human Resources Department  
125 N. Division St.  
Salisbury, MD 21801

## City of Salisbury Classification Description

Classification Title: Data Analyst – Crime  
Information Services Department  
Date: Until Closed

Pay Grade: 11  
FLSA Status: NE

### **General Statement of Job**

The primary duty of this position will access, analyze and visualize information from the Salisbury police department database and other law enforcement sources. This analysis will be used to create maps, charts, graphs and reports in support of the Salisbury Police Department and to ensure public transparency. This position identifies crime patterns and statistical trends to identify areas where law enforcement resources are best utilized and to inform the public of crime patterns and trends. This position will ensure a consistent and pertinent information flow throughout all city departments, other government agencies, and to the public without compromising data sources and while maintaining privacy rules. This position may act as the primary intelligence liaison between the Salisbury Police Department and regional law enforcement agencies. This position will work to automate reporting and analysis requirements by creating computer language scripts that can be run manually or at scheduled intervals to maximize our law enforcements situation awareness. The successful candidate will have very strong computer science, database and computer language skills. This position does require a fingerprint and basic background check in addition to drug screening to gain and maintain access to regional law enforcement databases. Performs other duties as required. This position has an established career ladder for performance and skill based salary growth.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Undertaking data conversion, analyses and presentation using SQL, ArcPro or other appropriate computer language or software platform
2. Use of Python and R for automation and statistical analysis
3. Coordinating the acquisition of new data from partnering agencies and supervising the integration of this data into the organization's reports and web applications.
4. Perform analyses and create information products from the data for use in routine reports and bulletins as requested
5. Perform analysis and create informational products for non-routine reports in a timely manner
6. Perform analyses and create information products from the data for release to the public, presentation to public committees and community meetings
7. Identification of crime patterns and trends through spatial, temporal, environmental and modus operandi analysis
8. Working with the Criminal Investigation Division (CID) to perform data analysis and ensure appropriate and consistent flow of data between CID and Patrol groups
9. Collaborate with the Salisbury Police Department to ensure informational and analytical needs are being met
10. Performs other duties as assigned

### **Required Education and Experience**

1. Bachelors of Science Degree in Mathematics, Computer Science, Geography (GIS Track) or other related field preferred.
2. Two years of experience
3. Or equivalent training, education, and/or experience

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

1. Proficient with SQL and ESRI Software (ArcPro), knowledgeable with Python and R
2. Proficient with Microsoft Office Suite
3. Effectively and accurately make reasonable, unbiased and logical judgments
4. Effectively prioritize workload
5. Attention to detail
6. Effectively communicate with other staff members and maintain effective working relationships with other professionals
7. Strong written and verbal communication skills
8. Ability to complete and pass a fingerprint and background check
9. Working knowledge of City of Salisbury's policies and procedures
10. Act as a representative of City of Salisbury to the public

### **Certificates, Licenses, Registrations, Skills**

1. Valid Driver's License

### **Physical Requirements:**

1. The position requires stooping or bending occasional moderate lifting of equipment or other materials (up to 40 pounds) may be required.
2. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as residential or commercial buildings, e.g., use of safe work place practices, observance of fire and building safety regulations, avoidance of trips and falls, and observance of traffic signals when driving.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.