### CAI Contact

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| Bachelor’s degree in Information Technology, Public Administration, Criminal Justice, Business, or a related field. | Required | 4 |  |  |
| Previous experience implementing CAD/RMS/JMS platforms (e.g., Hexagon, Tyler, CentralSquare, Motorola/Spillman, etc.). | Highly desired | 5 |  |  |
| Familiarity with CJIS compliance, NCIC requirements, and incident-based reporting standards. | Highly desired | 5 |  |  |
| PMP and/or ITIL certification | Highly desired | 5 |  |  |
| Minimum of 5+ years of project management experience with complex software or enterprise system implementations. | Required | 5 |  |  |
| Demonstrated success managing large-scale, cross-departmental or multi-agency projects, preferably in the public sector. | Required | 5 |  |  |
| Familiarity with public safety operations, including dispatch, incident reporting, and detention workflows. | Required | 5 |  |  |
| Proficient in Microsoft Project, SharePoint, Teams, and Office/M365 tools. | Required | 5 |  |  |
| Experience managing third-party vendors and software integrators. | Required | 5 |  |  |
| Experience using SmartSheet as a project management platform, or demonstrated ability to quickly adopt new tools | Highly desired | 5 |  |  |
| Ability to thrive in high-pressure environments requiring calm, confidence, and clarity. | Highly desired | 5 |  |  |
| Skilled in translating technical concepts for non-technical stakeholders. | Highly desired | 5 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### <Candidate’s full name>

### Employment History

<List candidate’s relevant employment history – copy paste all projects worked on – no other information >

### Education

<List candidate’s education background>