



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** December 12, 2025

**JOB VACANCY MEMORANDUM NO.** 25-45

**TITLE:** Computer Services Analyst II, Microsoft 365 Developer

**ELEMENT OF ASSIGNMENT:** Information Services Division/Information Technology Support Unit

**PAY RANGE:** 57

**STARTING MONTHLY SALARY:** \$5,940 to \$10,389

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** January 12, 2026

## **REQUIREMENTS:**

A technically skilled Microsoft 365 Administrator plays a key role in the administration, configuration and support of our Microsoft 365 environment including Exchange Online, SharePoint, Teams, OneDrive and related services.

## **Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Administer and maintain all aspects of the Microsoft 365 suite, including Azure Active Directory, Exchange Online, Teams, SharePoint, OneDrive and Microsoft Intune.
2. Provide Tier 2 and 3 support for Microsoft 365 services, working with users to troubleshoot and resolve issues efficiently.
3. Implement and enforce security and compliance policies across Microsoft 365 services.
4. Collaborate with IT leadership to evaluate and implement new Microsoft 365 features and services.
5. Automate routine administrative tasks using PowerShell scripting.
6. Maintain documentation related to configuration, processes and policies.

7. Support identity and access management including multifactor authentication and conditional access policies.
8. Participate in system upgrades, maintenance and monitoring.
9. Assist with onboarding and offboarding processes related to M365 accounts and permissions.
10. Maintain reliable and predictable attendance. May be required to work flexible hours and/or mandatory overtime for special projects.
11. Continue to advance skills through continuous proficiency development.
12. Perform related duties as required.
13. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA) and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

- Bachelor's Degree in Information Technology, Computer Science or comparable field; equivalent combination of education and related work experience will be considered.
- Industry certifications are desirable (e.g., Microsoft 365 Certified: Administrator Associate, Security Administrator, or Enterprise Administrator Expert).
- Proficiency in administering Microsoft 365 including:
  - Exchange Online, Teams, SharePoint, OneDrive
  - Microsoft Entra ID (formerly Azure AD)
  - Microsoft Intune (Endpoint Management)
- Experience with PowerShell scripting for automation and management.
- Working knowledge of Windows Server, networking fundamentals and security best practices.
- Familiarity with Microsoft 365 compliance and governance tools (e.g. Purview, Defender).
- Ability to manage multiple priorities in a dynamic environment.
- Excellent customer service and the ability to communicate effectively with non-technical users.

Incumbent will be required to complete a post offer, pre-employment testing per Department Policy.

**Physical Requirements:** Position is primarily sedentary and involves working at a computer the majority of the day. May be required to occasionally lift and move IT equipment up to 50 lbs. Availability for after-hours support or maintenance windows may be required.

**Job Location:** (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Desktop/laptop
- Telephone/Mobile phone
- Copier

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Manager Greg Turley, IT Support Unit** by no later than **JANUARY 12, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JANUARY 12, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit