

**CITY OF BOWIE**  
**Public Information &**  
**Intelligence Specialist**  
**Police Department**

The Bowie Police Department (BPD) is currently seeking a highly qualified individual for the position of Public Information/Intelligence Specialist. In this professional position, the successful candidate will collect, analyze, and disseminate crime trend data along with information received externally throughout the BPD. This individual will be responsible for all social media communications from the BPD to the public, while providing information regarding BPD events and programs, and maintaining the BPD page on the City website.

**Duties:**

- Serve as the primary point of contact with other information-sharing networks.
- Represent the BPD for matters relating to crime analysis needs.
- Create and disseminate crime data and bulletins.
- Utilize data and mapping software to compile and interpret data relating to crime trends.
- Prepare and disseminate crime reports for the public.
- Manage all BPD social media communications.
- Track social media statistics.
- Manage all resident and other external inquiries, and assign for resolution.
- Create and publish recruitment publications for all BPD positions (sworn and civilian).
- Prepare and issue BPD annual reports.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree in programs involving Public Administration, English, Computer Science, or related field.
- Minimum three years of related experience.
- Certain combinations of experience and training may be considered.

**Preferred Qualifications:**

- Experience in the public sector or law enforcement strongly preferred.

***\*A COVID-19 VACCINATION IS REQUIRED TO BE  
CONSIDERED ELIGIBLE FOR THIS POSITION\****

**SALARY:** \$62,736/yr

**HOW TO APPLY:** Please visit the City's website at: [www.cityofbowie.org](http://www.cityofbowie.org) and click on the Employment link. We are only accepting electronic applications submitted through the website.

**APPLICATION DEADLINE:** Friday, May 19, 2023 at 5:00 PM