

## **IT COMMITTEE**

**February 25, 2009**

1. Meeting called to order by Chairman Traczyk at 6:00 PM. Present: Bob Traczyk, Tom Bergman, Dan Rye, Jeff Nehring, Dennis DeRosso, and Lori Prenderville. Also present: Adrian Anderson and Eric Ritter.
2. The committee recognized the meeting had been properly posted and advertised.
3. Motion by Rye, seconded by Bergman to accept the minutes of the February 18<sup>th</sup> meeting. All in favor.
4. Develop criteria for network IT Vendor for Iron County. The committee made necessary changes to the draft job description. \*See Attachment "A"
5. Public Comment: Ritter offered several suggestions including a tier based system for response time.
6. Motion by Nehring, seconded by Bergman to accept and forward the Network Support Analyst job description to the Finance Committee. All in favor.
7. Set next meeting date: Traczyk will inform the committee of the next meeting date.
8. Motion to adjourn made by Nehring, seconded by Rye. All in favor.

## **Attachment "A"**

### **Request for Computer Services**

An Associate's Degree (preferred) or pertinent certifications and/or 5 years previous experience in Networking and Systems Analysis.

#### **References**

List 3 references upon request

#### **Other Skills and Requirements:**

Ability to administer and enhance servers and workstations in a multi-platform environment including Windows 2003 Server, Exchange, XP, and Terminal Services.

Strong conceptual knowledge of TCP/IP, LAN and WAN technologies in order to administer network services from the planning phase through the implementation and management phases. Must have the ability to install, program, configure, upgrade, and troubleshoot all network hardware, software, hubs, routers, firewalls, switches, video equipment, and cabling on a consistent basis.

Responsible for the overall security of the computing environment including access management, intrusion detection, disaster recovery planning and testing, backup and restore, virus protection, and all other areas. An awareness of security regulations such as HIPAA. This includes protection of confidentiality, integrity, and availability of Iron County's information system and EPHI.

Fluent in the use of all Microsoft Office applications and the ability to install, configure, customize, and support the various other proprietary and non-proprietary software packages, programs, and utilities currently in place.

Strong interpersonal skills and the ability to communicate effectively (oral & written) with others. Must be able to work both independently and in a team environment.

A willingness and desire to learn about new evolving technologies in order to suggest and provide technical solutions to organizational needs.

Excellent problem solving skills, attention to detail, and technical expertise to effectively identify and resolve network hardware and software related failures and issues in addition to performing routine preventative maintenance

Strong organizational skills and ability to handle multiple tasks simultaneously

Maximum response time of 2 hours for return telephone call and an appropriate response plan (i.e. tiered triage plan)

Provide certificates of insurance for General Liability (\$1,000,000 Limit), Worker's Compensation (\$500,000), Professional Liability including Errors and Omissions (\$1,000,000 Limit)

#### **Task Statements which can be considered Essential Functions of the position.**

Oversees hardware maintenance, trouble-shoots equipment problems and makes recommendation for equipment replacement or upgrading.

Install and uninstall various hardware components, peripherals and software programs and updates.

Attachment "A" continued

Oversees software application training and support and recommend updates as needed.

Provide accurate documentation of port management, wiring management, IP address management, and keep up-to-date network diagrams.

Write protocol for use and maintenance of computer system components.

Design and implement security system for data retention, retrieval and information purging.

Responsible for design and implementation of network security system. This includes policy writing of the same.

Advise on new software applications to determine usefulness and compatibility with existing software and hardware.

Advise on proposed information systems projects and assess adequacy of existing hardware.

Consult with software and hardware vendors and other establishment workers to solve problems impeding computer processing.

Maintain, review, and update hardware and software maintenance agreements, service contracts and software licenses with vendors as necessary.

Attend and provide input/feedback at various meetings and conferences. Including notification of all departments when planned maintenance is being performed on a network system.

Bids should include an hourly rate with a maximum estimate of total cost for budgeting purposes.

Questions should be directed to Robert Traczyk, Register of Deeds (715) 561-2945 or e-mail – [register@ironcountywi.org](mailto:register@ironcountywi.org)

Bids should be submitted to Iron County Board Chairman Dennis DeRosso at 300 Taconite Street, Room 121, Hurley, WI 54534

Iron County reserves the right to accept the bid that is most advantageous to Iron County and not necessarily the lowest bid.

Iron County reserves the right to accept or reject any or all bids.