



Staff Report

August 21, 2023 Council Workshop

New Position Description for the Information Technology Division

Presenter: Jennifer Gorsuch, Administrative Services Director and Michelle Jackson, Information Technology Director

Time Estimate: 10 minutes

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BACKGROUND: On the September 5 Regular Meeting, there will be a resolution for creation of a new position for the IT Division. The proposed position of System Administrator would be in the CPEA bargaining unit and staff is concurrently working with the union on the duties and details related to this position.

SUMMARY:

The System Administrator position was approved in the 2023-2024 biennial budget.

A dedicated System Administrator plays an instrumental role in fortifying our defenses, diligently monitoring systems, implementing proactive security protocols, and promptly addressing any potential breaches. This will safeguard sensitive information, mitigate risks, and uphold the public's trust in our digital operations. Furthermore, as we continue work on the implementation of the Tyler system and the transition to Microsoft 365, the continued demands placed on the City's IT staff and necessary projects continue to increase.

At a time that is defined by increasing cyber threats and data vulnerabilities, bolstering our city's cybersecurity infrastructure remains paramount. By dedicating a role to the critical functions of cybersecurity, system support/maintenance, and technology projects, we are demonstrating our commitment to prudent governance and the safeguarding of city resources. This position will help the city ensure that we are prepared to navigate the continually evolving technological landscape.

BUDGET IMPACT: This position was included in the 2023-2024 adopted budget and no additional funding is requested. The budget allocation was approximately \$155k for salary and benefits. However, due to not filling the position until 4th quarter of 2023, there are significant savings.

RECOMMENDATION: This is informational only. Resolution will be on future meeting.