Technology Department

- **Executive-Level Operational Support:**

  - Took on multifaceted responsibilities extending beyond I.T., including strategic guidance, document drafting, and real-time coordination with leadership. Functioned as an informal extension of the City Manager's office to support critical decision-making and daily operations. This also included bringing in key resources such as Kendra Murphy, Finance Consultant, who has become instrumental in the city's budget development process.

- **Foundational Human Resources Support:**

  - Provided technical and operational assistance during the early formation of the H.R. department. Helped ensure continuity in onboarding, clarified procedural questions, and supported the alignment of policies and access systems to maintain organizational consistency during the transition.

- **City Website Content Management and Enhancements:**

  - Continued administration and updates to the city's official website to improve clarity, accessibility, and timely dissemination of information. This included publishing important notices, meeting materials, and staff updates to ensure both internal stakeholders and the public had accurate and current resources.

- **Procurement Guidance and Budget Planning Contributions:**

  - Collaborated with Finance and department heads to assess service agreements, plan for future technology needs, and identify cost-effective alternatives to requested purchases. This included proactive framing of ad hoc training opportunities and improved forecasting for the upcoming fiscal year.

Technology Department
(Continued)

- **Cybersecurity Reinforcement and Threat Response:**

  o Issued timely alerts and initiated mitigation steps following phishing and spoofing incidents. Coordinated with vendors and staff to isolate sources, validate authenticity, and preserve continuity for sensitive systems, particularly those supporting public safety.

- **Facilities and Infrastructure Support Coordination:**

  o Worked with Public Works to address environmental comfort concerns across the entire second floor of City Hall. Ensured shared municipal systems, such as access control and audio-visual technologies, remained operational and responsive to departmental needs.

- **Cross-Departmental Collaboration and Process Refinement:**

  o Helped facilitate improved coordination across departments by supporting staff in resolving access issues, clarifying responsibilities, and reinforcing standards for operational consistency. These collaborative efforts were particularly notable in areas such as onboarding, interdepartmental workflows, and shared system usage.

- **High-Impact Contributions Without Additional Budgetary Burden:**

  o The expansion of responsibilities across executive support, H.R., and budget planning has not encumbered the city with any additional cost. During this transitional period, this flexibility and commitment have allowed the city to meet emerging needs efficiently while maintaining financial stewardship.