

City of Ramsey
Agenda
Personnel Committee
Tuesday June 7, 2011
5:15 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 - 1. Consider Recruiting/Hiring for IT-Temporary Intern**
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 06/07/2011

By: Patrick Brama, Administrative Services

Title:

Consider Recruiting/Hiring for IT-Temporary Intern

Background:

Staff is proposing the recruitment and hiring an IT-Temporary Intern.

As the city has become more involved with IT management products the need for assistance in the IT department has increased. Examples of new IT devices and software installed over the past two years include: Agenda Quick (paperless packets), mobile computer devices, smart phone technology, social media, and web site upgrades.

Duties for the IT Temporary Intern position include (1) assisting the IT manager in PC set ups (2) conducting IT inventory data collection and entry (3) trouble shooting (4) installation of IT assets (5) assisting the IT manager with simple requests. For specific job duties and responsibilities please see the attached IT Temporary Intern job posting.

The proposed intern will work under direct supervision of the IT Manager for the balance of 2011 with an estimated hiring date of July 12. The position will be advertised through QCTV, MCSCU, HR list serve, in house and on line. Funding for the IT intern will be attained through the General Fund, Dept 153, finance. Said funding is a direct result of savings from former IT clerk/typist position. The IT intern is a non-exempt position and the pay rate will be \$10.00-\$12.00 depending on qualifications.

Recommendation:

Staff recommends recruiting for a temporary, part-time IT Intern.

Funding Source:

Funding for the IT intern will be attained through the General Fund, Dept 153, Finance. Said funding is a direct result of savings from former IT clerk/typist position.

Council Action:

Motion to recruit and hire a temporary, part-time IT Intern.

Attachments

IT Temporary Intern Job Posting

Hardware/Software Inventory

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
06/02/2011 05:07 PM
Started On: 06/01/2011 10:53 AM

Form Started By: Patrick Brama

Final Approval Date: 06/02/2011

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Information Technology– Temporary Intern

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERIOR: IT Manager

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

To assist the Information Technology Department (IT) with special projects; installation, maintenance and troubleshooting of computer systems; and IT operational support.

ESSENTIAL JOB FUNCTIONS

1. Set up and install systems and software on personal computers for the appropriate functions for the personnel to whom they will be assigned
2. Transport and install personal computers and various other equipment to multiple City facilities
4. Assist IT staff with solving problems employees are experiencing with personal computers, mobile data computers, Network (LAN/WAN) connections and software functions at various City buildings
6. Conduct project research, evaluations, recommendations, purchasing and implement solutions as directed
7. Assist in the implementation and management of IT assets. Maintain inventory of computer hardware and software
8. Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of personal computer hardware, software, Smartphones, printers, multi-function devices and networking.
- Knowledge of technical IT systems support
- Ability to provide superior customer service
- Ability to maintain self-motivation and to take direction
- Ability to communicate effectively in written and oral form
- Ability to perform all essential position functions under the working conditions described

MINIMUM QUALIFICATIONS

- Must be a recent graduate or currently pursuing a degree in computer operations, information technology or related field and looking for practical work experience
- Experience in multiple platforms; Operating systems- Windows XP, 7 SP1, Apple iOS, Desktop Office products: MS Office 2007/2010
- Experience in setting up and installing personal computers, printers, and wireless devices in a network environment
- Experience with Local Area Network (LAN), and WiFi communications systems and equipment
- Valid Class D driver's license required

WORKING CONDITIONS

- Position involves lifting personal computers and related equipment weighing up to 50 lbs. from a box to a cart and from a cart to a computer table or desk.
- Position involves installing wiring/cabling for communications equipment around and under desks and tables, in walls in ceilings.
- Although the majority of the work will be performed indoors, the position involves driving to various locations for the purpose of delivering equipment or maintaining equipment.

Created: June 2011

Hardware Inventory – Cityhall/Public Works

Device/Hardware	Information	Number Supported
PC's.	Desktop PC's running standard software programs (Microsoft Office, AntiVirus) and custom applications (LOGIS.)	60
Laptops	Mobile laptops used in the field (e.g. public works utilities, fire inspections)	8
Laptops and tablets	Laptops, Netbooks and Tablets used for presentations, council meetings, etc...	20
Blackberry's	Blackberry Phones – supported by Blackberry server. Email, calendar, contacts.	14
Copiers, Printers, Plotters		15

Hardware Inventory – Police

Device/Hardware	Information	Number Supported
PC's.	Desktop PC's running standard software programs (Microsoft Office, AntiVirus) and custom applications (LOGIS.)	25
Laptops	Mobile laptops – squad cars	13
Laptops and tablets	Laptops, Netbooks and Tablets used for presentations, council meetings, etc...	2
Blackberry's	Blackberry Phones – supported by Blackberry server. Email, calendar, contacts.	3
Copiers, Printers, Plotters		5

Network Inventory and systems

- 5 Servers located on site.
- Tape library (2 tap drives) for network/email/file backup
- DVR with 9 camera's (Cityhall and Police) DVR with 24 camera's (parking ramp) Remote DVR with 2 camera's (Elmcrest Park)
- Core Router and switch, State router, Adtran devices to connect remote buildings
- Police squad car video system.
- 4 Wireless access points , 3 separate wireless networks
- Door access security system. Two segments: Police and Cityhall
- Intertel phone system and voice mail (Approximately 200 mailboxes and extensions)

Network Programs and Software Systems

- Microsoft Exchange email system
- Microsoft SQL server
- eTrust Anti-virus
- WSUS Microsoft Updates
- Acrvserve – tape backup software
- AgendaQuick
- Blackberry Enterprise Server
- LaserFiche – document imaging system

PC Programs and Software

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- LaserFiche Client
- PIMS – permits and inspections
- JDE – Financial Reporting
- AutoCAD
- ArcGIS
- eTrust Anti-virus