Ayer Personnel Board

Ayer Town Hall

June 15, 2011

Meeting Notes

Prior to the hiring of the current IT Systems Administrator, the Town of Ayer had no professional IT staff. IT personnel was shared with the school department. This arrangement was untenable due to the school's priority and demand. Using job descriptions from Groton, Littleton and Lincoln as examples, Ayer's Information Technology (IT) Committee wrote a job description for an IT Systems Administrator; the position was posted at the end of July 2010. Robert Pontbriand was hired as Ayer's Town Administrator and began work on August 2, 2010. Of the eleven candidates, one was selected and hired to work ten hours per week and for $18.00 per hour.

Today's discussion regarding the grading and step assignment of the IT position included 1) "direction of personnel" stated in the job description. Since there is no plan now or for the forseeable future to hire staff under the IT Systems Administrator, it is requested that that sentence be removed from the job description. Should additional staff become necessary, the job description will be revisited and reclassified as appropriate.

2) The scope of interactions with outside vendors, purchasing and related activities.

3) This position will be responsible for the IT budget and capital planning.

4) The current $5000 MUNIS stipend will go away within one year as the IT Systems Administrator assumes MUNIS responsibilities.

5) In-house training for Ayer's municipal personnel. The IT Systems Administrator will initiate training in all computer programs beginning with Microsoft.

6) The percentage of time spent on individual tasks and responsibilities. The IT Systems Administrator is aware of current issues, is anticipating future issues and working on a plan to address them.

7) This position will not involve the school system in any way.

8) All IT purchasing will be centralized.

9) This position includes fax, video and telephone.

10) This position will look to implement all backup procedures, security and on-line payment systems.

11) The three comparable job descriptions (Groton, Littleton, Lincoln), all call for a bachelor's degree in Computer Science or Information Systems (or equivalent experience) and five to ten years of related experience. Ayer's job description calls for an associate's degree. It is requested that Ayer's job description be changed to read "Preferred that the IT Systems Administrator possess a bachelor's

degree in computer science or related field, or ten years of industry experience, or industry certification."