

# Information Systems Administration

**Jennifer Phinney**, *Director of Information Systems*

**Mike McDade**, *Cable TV Station Manager/Web Assistant*

## Department Operations:

- Provide full-time computer support to the town's 130 users, 9 remote sites and 24 network servers.
- Facilitate all computer system software and hardware changes and additions.
- Administer the town's phone systems.
- Administer the town's security system.
- Develop, maintain and oversee the Town's web page.
- Administer the town's GIS system, including coordinating updates to the ArcImgs website, coverages, and software.
- Cable TV Administration

## Current Projects:

- Munis Upgrade Implementation
  - Modernize/Change Current Operations and Business Practices to create greater efficiencies
  - Upgrade our current version of Munis
  - Implement new modules (i.e. Dashboard, Employee Self-Service, TCM, Permits Code Enforcement)
  - Create Online Access for Employees/Customers/Citizens
  - Install new Content Management Server and storage area network
- Website
  - Oversee ongoing changes
  - Review potential online purchase options
  - Implement Departmental Facebook Pages
  - Review layout/design
- Misc. Projects
  - Fiber installation at Public Works, Central Fire, Wastewater
  - Securing/Transitioning ownership/connectivity to Lunt & Plummer Motz
  - Wireless installation at Public Safety
  - Explore usage of Ipads
  - Finalize Timewarner Franchise Agreement
  - Disaster Recovery
- Cable TV
  - Updating Software & Hardware on video editing system
  - Writing new FCTV Mission Statement
  - Working with the school and vendors to setup video recording at the new elementary school.
  - Working on Public Works & Green Home video