

Resolution No. 35-2010/2011

WHEREAS, it is deemed to be in the best interests of Grundy County, Iowa, to establish an Information Technology Committee for purposes of coordinating the management and efficient utilization of all Grundy County information Processing Resources, and

WHEREAS, a study committee has completed its research and planning concerning the establishment and adoption of uniform policies concerning Information Technology.

NOW THEREFORE, BE IT RESOLVED that there is hereby created a Grundy County Information Technology Committee under the following format:

GRUNDY COUNTY INFORMATION TECHNOLOGY COMMITTEE

Preamble

The Information Technology Committee is being established for purposes of coordinating the management and efficient utilization of all Grundy County Information Processing Resources. The purpose of the Committee is to establish and adopt uniform policies for directing and coordinating networking, telecommunications, and information management services to all Grundy County offices.

Committee

The Information Technology committee, hereinafter ITC, shall consist of the following individuals or their designee:

The County Assessor, the County Auditor, the County Engineer, the County Recorder, the County Treasurer, the County Zoning Administrator, the CPC Administrator/Case Management Director, the County Sheriff, County Conservation Director and one member of the County Board of Supervisors.

Officers and Meetings

Officers of the committee shall consist of a Chairperson, Vice Chairperson and a Secretary. The officers shall be elected by the Committee and shall serve for a one year term, beginning July 1 and ending June 30. Officers may succeed themselves in office.

The Committee shall meet at least annually on a day mutually agreed upon. Special meetings may be called by the Chairperson or by a majority of the Committee members. For purposes of conducting Committee business a quorum shall consist of at least five (5) members of the Committee, and decisions shall require a majority vote of a quorum. Unless otherwise specified, all meetings shall be governed by Roberts Rules of Order.

The Chairperson of the Committee shall have authority to act on behalf of the entire Committee concerning daily routine activities and decisions. In the absence of the Chairperson, the Vice Chairperson shall have the authority to act on behalf of the entire committee concerning the daily routine activities and decisions.

Advisory Duties

The ITC shall serve in an advisory capacity to the Board of Supervisors concerning the information technology department. The ITC shall recommend a fulltime IT/GIS Department Head and a fulltime IT/GIS Assistant for approval by the Board of Supervisors. IT/GIS Department Head shall report to the Board of Supervisors and comply with the personnel policy set by the Board of Supervisors. The IT/GIS Assistant shall report to the IT/GIS Department Head and also comply with the same personnel policy.

Duties and Responsibilities of the IT Coordinator

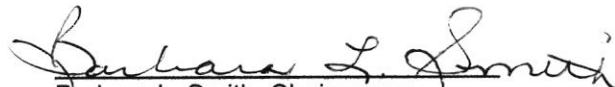
The IT Coordinator shall have the following duties and responsibilities:

1. Responsible for the physical operation of the computer system and network which includes network servers, PCs, printers and scanners.
2. Plans, initiates and implements computer networks, maintenance (including daily and monthly backup and coordinating updates) of current systems, technical services, software programming, personal computers and mainframe center.
3. Responsible for installation and maintenance of software and software updates.
4. Responsible for virus free systems.
5. Responsible for the recommendations and acquisitions of purchases of computer supplies, software, hardware, and any other related items associated with the County's computer network system.
6. Responsible for providing and maintaining a complete set of all operation manuals and documentation.
7. Maintain and complete an accurate system log and trouble log for maintenance problems with the hardware and software. Responsible for filling out field reports and contacting the proper personnel for service calls.
8. Responsible for computer portion of an Emergency Disaster Contingency Plan per State Auditor Guidelines.
9. Keep a log of all equipment and tag new equipment as required by the State Auditor as well as for insurance purposes.
10. Maintain-County GIS system.
11. Coordinate the development and maintenance of the County Web Page.
12. Develop an IT strategic plan for Grundy County.
13. Attend continuing education programs and conferences as necessary.
14. Assess and provide assistance and training to departmental operators in the physical hardware and software operations as needed.
15. Responsible for internet access and maintenance.

16. IT Coordinator is responsible for supplies, maintenance agreements on hardware/software and office operations as necessary as approved with budget.
17. IT Coordinator is responsible for equipment and software purchases as approved by ITC.

The ITC shall recommend to the Board of Supervisors an operating budget but the same shall be established within the exclusive jurisdiction of the Board of Supervisors,

PASSED AND ADOPTED this 18th day of April, 2011.


Barbara L. Smith, Chairperson
Grundy County Board Of Supervisors

ATTEST:


Mary L. Schmidt, County Auditor