

PRELIMINARY AGENDA
MARYSVILLE FIRE DISTRICT BOARD OF DIRECTORS
SPECIAL PLANNING WORKSHOP
May 4, 2022, 6 pm
Hybrid, City Hall / Zoom

1. **Call to Order**
2. **Business**
 - A. Architect Presentation Public Safety Building
 - B. Agenda Bill - IT Manager Position Adoption
3. **Executive Session:**
 - A. Review of a Public Employee Pursuant RCW 42.30.110(1)(g)
4. **Call On Board Members**
5. **Adjournment**

****PLEASE NOTE:**

To listen to the meeting without providing public comment:

Join Zoom Meeting

<https://us02web.zoom.us/j/87660394125?pwd=RUprRWkNLQ3ovZ0RTdHhOQWV6Z096QT09>

Meeting ID: 876 6039 4125

Passcode: 232915

If you would like to submit a comment or question you may send an email to fire@marysvillewa.gov. All comments received will be distributed to the Board of Directors and will be addressed at the next regular meeting.

This process will be in place until further notice. For additional information, contact fire@marysvillewa.gov.

MARYSVILLE FIRE DISTRICT

Regional Fire Authority

AGENDA BILL

BOARD MEETING DATE: May 04, 2022

AGENDA ITEM: Adoption of Job Description, Creation of Position, Approval of Salary Range, and Authorization to Fill; Information Technology Manager	AGENDA SECTION: New Business
PREPARED BY: Darryl Neuhoff, Deputy Chief Steve Edin, Human Resources Manager	
ATTACHMENTS: Position Description	
BUDGET CODE:	AMOUNT:
SUMMARY: <p>Information services has become a major component of day to day activities within the fire service, to the point of being indispensable. As such the District has seen an increase in need of specialized skills and knowledge centering on such in order to mitigate disruptions to administrative and operational functionality. It is now staffs contention that a position within the organization, having and developing ongoing expertise in mission specific information systems, is necessary for the proper continuance of operations.</p> <p>The current practice of reliance upon City IT/IS has worked well for many years, but is being quickly outgrown, if not already stressed beyond its previous efficiencies. Though the diverse expertise within the city staff benefits both entities, the lack of a Fire specific resource burdens both the city and the district.</p> <p>Previously, the Deputy Chief of Support Services was the primary provider of District IT/IS services, primarily as a result in previous knowledge and skills held by the individual. Over the years, greater workloads have been shifted to city staff as varied expertise has become necessary. Combining this with the fact that the DC of Support Services approaches retirement, their held skills and knowledge will not likely be available from those that are assigned in replacement.</p> <p>There are many advances and changes currently in the works, and many more to follow, that will not be manageable without agency biased expertise available.</p> <p>Proposed annual salary range for this position is \$107,072.00 - \$134,338.00 plus benefits specified in MFD Policy #2400. The Salary range and Position Description was predicated upon review of other agencies with like positions, including the City of Marysville. Budget for this position will be added through the annual budget amendment process.</p>	

RECOMMENDED ACTION: Motion to approve the creation of an Information Technology Manager position, the associated Position Description, Salary Range, and authorization to fill said position.

MARYSVILLE FIRE DISTRICT POSITION DESCRIPTION

POSITION TITLE:	Information Technology Manager
DEPARTMENT:	Administration
CLASSIFICATION:	Non-Union/Exempt
APPROVAL DATE:	May 2022

POSITION PURPOSE:

This is a supervisory position whose work performed requires a high level of technical proficiency in information systems technology as well as management, supervisory, and administrative skills. This position requires a high degree of independent judgment and problem solving and incumbent sets broad objectives and is accountable for overall results in respective area of responsibility.

This position supervises Marysville Fire District network systems, desktop support, and communication and help desk operations of the Information Technology Division, including supervising the division's employees, coordinating assigned activities with other divisions and departments, and providing highly responsible and technically complex assistance to the Deputy Chief of Support Services. Responsibilities include managing, administering and overseeing the information technology function, including all data, voice and radio systems.

SUPERVISION RECEIVED:

Works under the general administrative direction of the Deputy Fire Chief of Support Services.

SUPERVISION EXERCISED:*

Information Technology Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:*

- Manages LAN/WAN operations, and District networks; configures, administers, and maintains server software including network, domain and email servers.
- Provides Tier III technical support for the Senior Systems and Operations Technician and all Computer Support Technicians.
- Supervises Information Technology staff, including assigning tasks, providing appropriate training, reviewing employees' work processes and products, counseling employees, reviewing timesheets, giving performance evaluations, and recommending disciplinary action; participates in the interviewing and hiring process for new employees and promotional positions.
- Evaluates and manages communications systems, including phones, VoIP, and radios; manages the District's Help Desk.
- Manages and implements major information services projects, including software or hardware improvements, develops and evaluates options in information services infrastructure planning to support new applications and technologies.
- Designs, develops and evaluates options in information services infrastructure planning to support new applications and technologies.
- Assists and coordinates the planning, design, development, and implementation of the District's information services plan, including architectural design, systems applications,

security training, and user support services.

- Recommends and implements operating policies, procedures and programs to accomplish District and department goals and objectives.
- Plans, coordinates and evaluates the activities, programs and services of the division with other departments to ensure the effective and efficient delivery of information services to systems users and compatibility among various systems.
- Manages all aspects of backup systems, disaster recovery plan, and related activities to insure services and operations continuity.
- Manages relationships with vendors and consultants in the development and implementation of new hardware and software systems and products, including developing requests for proposals and overseeing development of specifications for procurement of equipment and systems.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Maybe required to work beyond normal working hours to attend evening and weekend meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training and Experience Guidelines -- *The Marysville Fire District reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.*

- Five years of progressively responsible experience in the management of information systems and operating services.
- Two years of experience supervising computer or information technology functions and operations.
- Bachelor of Science degree preferred. An AA degree may be considered with a combination of additional college course work and certifications.
- Considerable increasingly responsible experience including related supervisory or administrative experience, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Principles and practices of information systems and resource management in a LAN/WAN environment, including trends, and capabilities in a public sector environment.
- Networking architecture, management theory, methodologies, protocols, and techniques.
- Administration functions of server operating systems and software; including Active Directory, DNS, Hyper-V, group policies, scripting, cloud based systems, and email.
- Operational characteristics of data, VoIP, voice, and radio information technology equipment, peripherals, and various platforms.

- Principles and practices of project management related to information technology services.
- Principles and practices of effective management and supervision.
- Municipal operations and services.
- English, spelling, grammar, vocabulary and punctuation.

Ability to:

- Research, analyze, and evaluate new technologies and service delivery methods, procedures, and techniques, do cost-benefit analyses, and determine the feasibility of integration with the District's existing and planned systems.
- Plan, manage, oversee, and implement multi-faceted, complex, multi-phase information technology projects.
- Plan, organize and supervise the work of subordinate employees, including training them, assigning work, and providing job performance feedback.
- Design, configure, and maintain complex networking on switches, virtual core switches, virtual VM networking, and firewalls.
- Provide advanced Tier III troubleshooting and problem solving on a variety of systems for other department personnel.
- Critically analyze current policies, practices, and procedures, and recommend changes as needed.
- Critically analyze and resolve or recommend action to management about complex issues or concerns.
- Establish and maintain effective working relationships with co-workers, District staff, and the public.
- Provide excellent customer service, in sometimes stressful situations, to internal and external customers.
- Communication effectively both orally and in writing, and prepare and present technology related information to a variety of audiences of differing technological expertise.
- Maintain regular and reliable attendance.
- Pass a comprehensive background check including reference checks.

LICENSE OR CERTIFICATE REQUIREMENTS:

- MCSE or similar certification preferred.
- Must possess, or have the ability to possess within one month of hire date, a Washington State Driver's license.
- Must be able to pass an extensive fingerprint background check.
- Must be bondable.

The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

DATE