

Agenda  
Support Services Committee  
Information Technology

1. Notice of intent to fill vacant position – Web/Intranet Developer
  - a. Duties are attached.
  
2. Request for new contract
  - a. Contract with Jake Hume to support county web presence and projects until position is filled.
  
3. Transfer of funds
  - a. Move IT funds from salary line to contract line.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

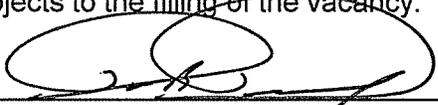
Department IT Payroll Dept. No. 24  
Title of Position Web/Intranet Developer Annual Salary 38,615 Graden/a  
Budget code and title A 1680 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10854  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other 25%  
Impact to Budget: 0

Personnel Officer has approved this form when initialed. 

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Support Services-IT Date 7/25/2013

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services-IT Date 7/26/2013

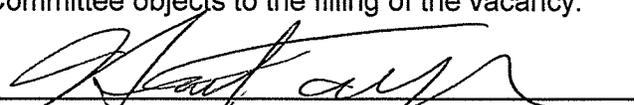
- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

### **Job Skill Requirements**

- Required proficiency/experience in the following languages/technologies:
  - + PHP
  - + SQL (Microsoft SQL Server 2005+)
  - + HTML & CSS
  - + Web Accessibility
- Preferred knowledge/experience (optional):
  - + Designing sites with responsive web design principles
  - + Implementing and maintaining a content management system (CMS)
  - + Implementing and maintaining a Sharepoint-based Intranet
  - + Distributed version control (git)
  - + Windows Server (2003+)
  - + Helpdesk/troubleshooting
  - + Photo manipulation software
  - + Javascript and/or jQuery

### **Current Breakdown of time**

- 7% Tourism
  - + Periodic email blasts
  - + Modifications to legacy forms and pages
  - + Fielding Questions relating to their current website
- 15% Bicentennial
  - + Implementing new features, pages
  - + Updates (press releases)
  - + Assist the Bicentennial committee
  - + Note: Should not continue past the end of July, unless additional requests made. Time will be split between tourism and other projects.
- 40% Periodic updates
  - + Posting BOS updates: Calendar, minutes, etc.
  - + Content updates
  - + Requested layout changes
- 30% All Other Projects
  - + Any large projects required on the County, First Wilderness, etc.
- websites
  - Emergency Registry
  - Converting departments to the new layout
  - Etc.
- 8% Miscellaneous
  - + Time Entry
  - + Helpdesk

### **Annual or Seasonal tasks**

- New Year Updates
  - + Phone Directories
  - + Board of Supervisors listing
  - + Add new year to the date-based sections:
    - BOS Minutes
    - BOS Local Laws

- BOS Histories
- BOE Elected Officials
- etc. - generally departments send this information
- + Occupancy Tax Forms
- Assessment Rolls and Alphabetical Indexes
- Election Results
  - + Posted on election night, usually on location
  - + Has been successfully done remotely... once.
- Tourism:
  - + Update a few seasonal documents
  - + Create Flash Page Flip versions of some documents
    - <http://county.visitlakegeorge.com/travelguide/>

### **Current Projects**

- Emergency Registry
  - A form to interface with the Emergency Registry Ironspeed app, and allow people to register via the web
- Bicentennial Town Histories
  - Finish adding the town's unabridged (and in some cases, very unabridged) histories to the website
- Tourism: Alter several legacy forms that interact with Chris' FoxPro Inquiry program

### **Additional Projects**

- Continuing transitioning department pages to the new layout
- Major restructuring of the First Wilderness Page
- Implement some form of CMS, most likely Drupal-based
  - + <http://openpublicapp.com/>

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: IT**

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? No
  
- (b) Purpose of Contract: to provide web and software development on an interim basis
  
- (c) Name of Contractor: Jake Hume
  
- (d) Address of Contractor:
  
- (e) Contractor's Contact Person and Telephone Number:
  
- (f) Has or will the Contract be provided, if so, please attach: use standard county contract
  
- (g) Commencement Date of Contract: August 15<sup>th</sup>, 2013
  
- (h) Termination Date of Contract: October 30<sup>th</sup>, 2013
  
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount \$30
  - iii) total amount not to exceed \$6,400
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly
  
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1680 470 \$6400

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: IT

SIGNED: 

DATE: 7/25/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1680 110	Salaries - Regular	A1680 470	Contract	6,400

Please state reason for transfers requested: funds for contract with Jake Hume

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.