

**ORDINANCE NO. 223-22**

**AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE ADDITION OF A NEW INFORMATION TECHNOLOGY DEPARTMENT AND ACCEPTING THE JOB DESCRIPTIONS OF IT DIRECTOR AND IT TECHNICIAN.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to include the addition of an Information Technology Department with unclassified positions as follows:

**INFORMATION TECHNOLOGY DEPARTMENT**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	IT Director	Pay Grade 122
1	IT Technician	Pay Grade 92 A-F

**SEC. 2:** That Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to include the following addition to the Schematic List of Classes:

<u>Information Technology</u>	
IT Director	905
IT Technician	910

**SEC. 3:** That the job descriptions for IT Director and IT Technician are hereby approved, attached hereto marked Exhibits A & B, and incorporated herein.

**SEC. 4:** That the Mayoral appointments of Darin Zarembo as IT Director and Justin Fields as IT Technician are hereby approved.

**SEC. 5:** That the IT Technician shall begin at Pay Grade 92D with 2 (two) weeks of vacation time.

**SEC. 6:** That this Ordinance shall be in effective on January 1, 2023.

**SEC. 7:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 8:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** December 12, 2022

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** December 13, 2022

**SIGNED:** Dennis Hanwell  
Mayor

**Effective date: January 1, 2023**

THE CITY OF MEDINA  
JOB DESCRIPTION

Ord 223-22 IV  
Ex. A

**TITLE:** IT Director

**REPORTS TO:**  Mayor

**DEPARTMENT/DIVISION:** Technology

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The individual in this classification is responsible for overall city IT direction, IT budgets, funding approval, latest IT security, IT policy and assisting in installing, maintaining and repairing hardware and software components of the City's computers along with the IT technician. The Directory and IT technician are points of contact for IT support at for all City departments. Work is performed under the general supervision of the Mayor, with considerable leeway granted for the exercise of independent judgment.

**ESSENTIAL JOB FUNCTIONS:**

Prepares and manage the IT Budget

Attend any and all meetings requested on behalf of IT

Handle funding requests through various approval processes

Identify technology needs and make recommendations to decision makers

Evaluate adherence to technology requirements for security

Maintain hardware and software programs

Update technology equipment as needed

Implement technology updates and assist in training employees as to changes.

Set up hardware and install and configure software and drivers.

Maintain and repair technological equipment or peripheral devices.

Checks computer hardware to ensure functionality.

Manage well-functioning LAN/WAN and other networks and manage components (servers, IPs, etc.).

Maintain local networks in ways that optimize performance.

Handles City help tickets in a timely fashion.

Perform troubleshooting to diagnose and resolve problems

Maintain proper documentation and records/logs of repairs and fixes and maintenance/replacement schedule.

Installs and configures appropriate software and functions according to specifications.

Manage security options and software in computers and networks to maintain privacy and protection from attacks.

Provide guidance and orientation to users on how to operate new software and computer equipment.

Organize and schedule upgrades and maintenance without deterring others from completing their work while ensuring systems remain updated.

Identify computer or network equipment shortages or replacement needs and reports them to the IT Director

Installing and upgrading anti-virus software to ensure security at the user level.

Verifying daily back-up operations.

Establishing good relationships with all departments.

Ensuring electrical safety standards are met.

Support systems through remote access or site visits as needed, sometimes after hours.

Prepares and disseminates reports concerning Department activities.

Install and maintain city cameras.

Install and maintain all police/fire care technology (i.e MDT and vehicle cameras and body cameras)

Assists IT technician in preparation of annual Department budget and purchase orders.

Maintains regular and consistent attendance.

Test new software

Set up and maintain user email accounts

Manage multi-factor solutions and password changing utilities

Manage Active Directory Servers

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver computer equipment throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally, sometimes in confined areas throughout the work day.

**EDUCATION, TRAINING AND EXPERIENCE:****License:**

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

IT Certification with at least one year of proven experience in an IT role, but prefer a Bachelor's degree in Computer Science or a relevant field with 3+ years' experience.

**QUALIFICATIONS:**

## Knowledge of:

- Computer software and hardware;
- Hands-on experience with a different variety of internet applications, networks and operating systems;
- Internet security and data privacy principles.

## Skilled in:

- Error/solution tracking;
- Explaining technical concepts to non-technical personnel;
- Software installation;
- Exceptional organization and time management.

## Ability to:

- Think logically to identify problems and quickly present efficient solutions;
- Be flexible and self-discipline;
- Communicate effectively in writing or orally with co-workers, supervisors and vendors.
- Ability to work supervised as well as unsupervised
- Keep abreast of new developments in software and hardware
- Good research and analysis skills
- Knowledge of best computer security practices
- Up-to-date knowledge of latest IT developments

**ENVIRONMENTAL ELEMENTS:**

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with City employees and various contractors. Professional business casual attire is required at all time.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:** network toning devices, cable crimping tools (RJ45), screw driver, wrenches, drill.

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**THE CITY OF MEDINA  
JOB DESCRIPTION**

Ord. 223-22 IV  
Exh. B

**TITLE:** IT Technician

**REPORTS TO:** IT Director

**DEPARTMENT/DIVISION:** Technology

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The individual in this classification is responsible for installing, maintaining and repairing hardware and software components of the City's computers and is the primary point of contact for IT support at for all City departments. Work is performed under the general supervision of the IT Director, with considerable leeway granted for the exercise of independent judgment.

**ESSENTIAL JOB FUNCTIONS:**

Set up hardware and install and configure software and drivers.

Maintain and repair technological equipment or peripheral devices.

Checks computer hardware to ensure functionality.

Install well-functioning LAN/WAN and other networks and manage components (servers, IPs, etc.).

Develop and maintain local networks in ways that optimize performance.

Handles City help tickets in a timely fashion.

Perform troubleshooting to diagnose and resolve problems.

Maintain records/logs of repairs and fixes and maintenance/replacement schedule.

Installs and configures appropriate software and functions according to specifications.

Manage security options and software in computers and networks to maintain privacy and protection from attacks.

Provide guidance and orientation to users on how to operate new software and computer equipment.

Organize and schedule upgrades and maintenance without deterring others from completing their work while ensuring systems remain updated.

Identify computer or network equipment shortages or replacement needs and place orders.

Installing and upgrading anti-virus software to ensure security at the user level.

Establishing good relationships with all departments.

Ensuring electrical safety standards are met.

Support systems through remote access or site visits as needed, sometimes after hours.

Prepares and disseminates reports concerning Department activities.

Attends professional meetings as needed.

Install and maintain city cameras.

Install and maintain all police care technology.

Assists IT Director in preparation of annual Department budget and purchase orders.

Maintains regular and consistent attendance.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver computer equipment throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally, sometimes in confined areas throughout the work day.

#### EDUCATION, TRAINING AND EXPERIENCE:

##### **License:**

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

IT Certification with at least one year of proven experience in an IT role, but prefer a Bachelor's degree in Computer Science or a relevant field with 2+ years' experience.

#### QUALIFICATIONS:

Knowledge of:

- Computer software and hardware;
- Hands-on experience with a different variety of internet applications, networks and operating systems;
- Internet security and data privacy principles.

Skilled in:

- Error/solution tracking;
- Explaining technical concepts to non-technical personnel;



- Database programming and software installation;
- Exceptional organization and time management.

Ability to:

- Think logically to identify problems and quickly present efficient solutions;
- Be flexible and self-discipline;
- Communicate effectively in writing or orally with co-workers, supervisors and vendors.

ENVIRONMENTAL ELEMENTS:

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with City employees and various contractors.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: \_\_\_\_\_

DATE: \_\_\_\_\_