



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

Legislation Details (With Text)

File #: 23-1233 **Version:** 1 **Name:**

Type: Job Description **Status:** Passed

File created: 2/15/2023 **In control:** Town Council

On agenda: 3/22/2023 **Final action:** 3/22/2023

Title: MOTION to approve a revised job description for Management Information Systems (MIS) Technician as contained in the draft dated March 8, 2023.

Attachments: 1. MIS JOB DESCRIPTION-DRAFT -2023-02-15x.pdf, 2. MIS Technician OLD.pdf

Date	Ver.	Action By	Action	Result
3/22/2023	1	Town Council	Approved and so declared	Pass
3/8/2023	1	Administration Committee	Recommended for Approval	Pass

JOB DESCRIPTION

Motion/Request:

MOTION to approve a revised job description for Management Information Systems (MIS) Technician as contained in the draft dated March 8, 2023.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Human Resources Comment/Recommendation:

Revise a 11 year old job description. Recommend approval.

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Town Council Meeting 03/22/2023

File #: [23-1233](#)Version: 1

Type: job Description

Title:

MOTION to approve a revised job description for Management Information Systems (MIS) Technician as contained in the draft dated March 8, 2023.

Mover: McGrattan Seconder: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls explained with Mr. Justin Dube accepting the MIS Director position and vacating the MIS Technician role that the job description was also being updated to reflect the current duties and responsibilities.

Mayor Allyn, III, stated that they have received four applications for the MIS Technician position and that they began interviews today.

VOTE:7 - 0 Approved and so declared

Action: Approved

Administration Committee Meeting 03/08/2023

File #: [23-1233](#)Version: 1

Type: job Description

Title:

MOTION to approve a revised job description for Management Information Systems (MIS) Technician as contained in the draft dated February 15, 2023.

Mover: McGrattan Seconder: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor Ingalls noted that the updates to the MIS Technician were sensible and that she did not

have any questions.

Councilor McGrattan stated that she agreed with Councilor Ingalls' comments, and she questioned the status of filling the MIS Technician position.

MIS Director Justin Dube stated the town has received a couple of Applications for the position.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve