



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Text

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

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### 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

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**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