



## Legislation Text

---

**File #:** 23-1310, **Version:** 1

---

### JOB DESCRIPTION

**Motion/Request:**

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

**Background:**

With MIS Director Regina Brulotte's retirement the Job Description has been totally rewritten.

The old job description was titled: "Management Information Systems Coordinator".

(Please see attached new draft Job Description dated 2/15/2023 and for reference the old Job Description dated 6/23/1999).

**Department Comment/Recommendation:**

(type text here)

**Human Resources Comment/Recommendation:**

This position is in the Supervisor's Union Local 818-45.

**Financial Information:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**Meeting Action Detail:**

**Town Council Meeting 03/22/2023**

**File #:** [23-1310](#) Version: 1

Type: Job Description

Title:

MOTION to approve a revised job description for *Management Information Systems Director* as contained in the draft dated February 15, 2023.

Mover: Ingalls                      Secunder: McGrattan

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated that they would be acting on several job description updates this evening. She explained when an employee retired ( former MIS Director Regina Brulotte) that it was customary to review the job descriptions and update them.

Councilor Ryan noted that the *Professional Experience Required* has been increased to ten years. Councilor Ingalls explained at one time this position was originally a Data Processor to support the Finance Department. However, she explained over the years that the position has grown with the advancements in technology noting that more education and experience was now needed to fill the MIS Director's role.

Chairman Dombrowski stated the management and support of the town's many networks, software systems, and cyber security have grown immensely since Ms. Brulotte took on the position twenty years ago.

It was noted that MIS Director Justin Dube was attending the meeting remotely to answer questions.  
VOTE: 7 - 0 Approved and so declared

Action: Approved

---

**Administration Committee Meeting 03/08/2023**

File #: [23-1310](#) Version: 1

Type: Job Description

Title:

MOTION to approve a revised job description for *Management Information Systems Director* as contained in the draft dated February 15, 2023.

Mover: Ingalls                      Secunder: McGrattan

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Administrator of Human Resources Don Steinhoff stated the Management Information Systems (MIS) Director was last updated in 1999; therefore, he stated the proposed draft presented this evening was essentially a total rewrite to reflect the changes in the title of the job as well as the updates and changes regarding the requirements and job function.

Councilor McGrattan questioned whether the proposed job description addressed changes in software going forward. MIS Director Justin Dube stated that the job description included language regarding the new installation of hardware and software upgrades.

Councilor Ingalls noted that the “*Supervision Received*” changed from directly reporting to the Finance Director to reporting directly to the Mayor. She questioned when and why the supervisor changed. Administrator of Human Resources Don Steinhoff during his time at Ledyard the MIS Director has always reported to the Mayor.

MIS Director Justin Dube stated one of the reasons the supervision changed from the Finance Director to the Mayor was because when there were some financial issues that they did not want to have the person who was providing technology information as part of the investigation to report to the person who they may be investigating, and so the supervision was changed to the Mayor.

Administrative Assistant Roxanne Maher stated prior to the position evolving into the MIS Director that the position was a Data Processor, explaining that the role was to run the checks, and other types of printouts; which at that time was primarily a financial function, so the position reported directly to the Finance Director. However, she stated as technology progressed, the role developed into managing the town’s Technology Systems (computer/software) and the supervision changed to the Mayor.

Councilor Ingalls noted the old job description specifically mentioned “*Knowledge of Special Laws and Regulations pertaining to assigned work*” and she questioned whether there were special laws and regulations that pertained to the MIS Department. MIS Director Justin Dube explained that there were some items that were subject to the Freedom of Information Act (FOIA) and other guidelines that they had to follow relative to the systems at the Police Department.

Councilor Ingalls stated the position required ten years of professional IT experience; and she questioned whether they were required to have any special license or certificate. Administrator of Human Resources Don Steinhoff stated the MIS Director position would be required to have a Degree and that there were other certifications for software such as Microsoft, etc. Mr. Dube stated that the various software programs the town uses has licenses and certifications. However, he stated there was no statutory requirement pertaining to the licenses and certifications.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve