

# Information Systems Administration

**Jennifer Phinney**, *Director of Information Systems*

**Mike McDade**, *Cable TV Station Manager/Web Assistant*

## Department Operations:

- Provide full-time computer support to the town's 155 users, 9 remote sites and 18 network servers.
- Support Yarmouth Fire and Police Users and North Yarmouth Fire with IMC and connectivity.
- Facilitate all computer system software and hardware changes and additions.
- Administer the town's phone systems.
- Administer the town's security system.
- Develop, maintain and oversee the Town's web page.
- Administer the town's GIS system, including coordinating updates to the ArcImgs website, coverages, and software.
- IT & Cable TV Administration

## Current Projects:

- Website
  - Continuously maintain Town Website
- Misc. Projects
  - Disaster Recovery
  - Implement new Security Cameras
  - Upgrade Access Control Software
  - Integrate Cameras and Access Control Software
  - Continually update Munis and IMC Software Applications
  - Replace end of life PCs and Printers
  - Upgrade Exchange Server
  - Upgrade Microsoft Office Applications
  - Assist in equipment relocation as part of Town Hall renovations
- Cable TV
  - Updating Software & Hardware on video editing system
  - Broadcast & Stream 6 to 7 meetings a month
  - Video Productions for Departments
  - Index and post meetings online