

RESOLUTION # 2016-21

A RESOLUTION OF PEND OREILLE COUNTY WASHINGTON ESTABLISHING AN "INFORMATION TECHNOLOGY SERVICES DEPARTMENT" AND SETTING FORTH ORGANIZATIONAL AND OPERATING MEASURES, NECESSARY TO THE FUNCTIONS OF SUCH DEPARTMENT

Whereas: Various county offices have collaborated to acquire complex data system software and hardware, and

Whereas: The Board of Commissioners of Pend Oreille County find that an Information Technology Services Department will modernize development and management of these complex data systems which must integrate internally and externally into various county departments and with the public, and

Whereas it is the intent of the Board of County Commissioners to emulate the best features of RCW 36.92 which provides guidance for such department while avoiding unnecessary administrative burden on this small county;

NOW THEREFORE, THE PEND OREILLE COUNTY BOARD OF COMMISSIONERS DOES HEREBY RESOLVE;

**SECTION 1: DEPARTMENT ESTABLISHED**

There is hereby established, an Information Technology Services department within Pend Oreille County government which shall function as other appointive departments in the county.

**SECTION 2: INFORMATION TECHNOLOGY SERVICES FUND**

*An Information Technology* fund has been established as per resolution 2006-52 and as amended by resolution 2009-1

**SECTION 3: INFORMATION TECHNOLOGY SERVICES DIRECTOR**

A Director shall be appointed by the Board who shall serve as an "at will" employee, serving at the pleasure of the Board and who shall be responsible for providing delivery of data system services that meets the needs and missions of all county departments. The Director's salary, benefits and duties shall be as prescribed by the Board, subject to any employment contract which may be in effect.

**SECTION 4: DIRECTOR'S DUTIES**

The Director shall be responsible for all technical decisions that relate to the County enterprise infrastructure, including but not limited to: Long Term Planning, Short Term

Planning, Budgeting, ITS Payroll, Procurement of ITS related equipment for the whole county, staffing, scheduling of technical resources and Network Security.

## **SECTION 5: DEPARTMENTAL RESPONSIBILITIES**

The ITS Department is broken down into two (2) Divisions: Information Technology Services and Geographical Information Systems.

ITS is responsible for the following:

1. Purchasing and maintaining all computer hardware and computer software systems within the county, including but not limited to: Tablets, Desktops, Servers, Smartphones, DVRs, Computerized Hardware Systems. This list is not all inclusive and will grow and change as technologies advance.
2. ITS will work with all Departments to meet both the needs of the Department and the Security and Standards required by the County.
3. All hardware or software that is a computer or functions like a computer or software that requires installation onto existing or new computers.
4. Any hardware or software that uses or creates a network or network connection

GIS is responsible for the following:

1. Road Names
2. Addressing
3. GIS Data Protocols
4. All county GIS Data and infrastructure including, but not limited to the following:
  - a. ArcGIS Online
  - b. ArcGIS Server
  - c. Enterprise GIS solutions

GIS's mission is to maintain the accuracy and veracity of the County's Geographic Information including parcel records, addressing and road names, and all other county GIS data. GIS's intent is to support and augment the needs of the various county departments as well as the public at large.

## **SECTION 6: INFORMATION TECHNOLOGY SERVICES PLAN**

The Director shall prepare a long range information services plan. This plan should include future acquisitions and methods of spreading costs to the departments using and benefiting from the services rendered by the department. Financial planning shall be according to the standard practices of county budgeting and the Budgetary Accounting and Reporting Systems (BARS). The plan shall be approved by the Board within the first year of operation and reviewed periodically thereafter.

PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF MAY, 2016 BY THE BOARD OF  
PEND OREILLE COUNTY COMMISSIONERS

  
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Mike Manus, Chair

  
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Karen Skoog, Vice-Chair

  
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Stephen Kiss, Commissioner

ATTEST:

  
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Rhonda Cary, Clerk of the Board