City of Stoughton

Additional Staffing Request Form

General Information

Date:	2 Sept 2021
Director:	Montgomery
City Department:	IT/Media Services
Requested Position Title:	Sr. Netwrok Admin
Status:	☒ 40 Hours ☐ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☐ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.

The IT/Media Services Department supports a number of city wide applications and SoS programs such as Adobe Acrobate Licensing, Cell phone administraton, Exchange Email, Website Administration and Telephone Systems. In addition to soft services there are 221 netwrok devices supports, 363 year to date service request just through the ticketing system. This does not include requests made via phone or email. This does not include non-domain items such as Police,Fire and EMS (toughbooks, tablets, automatic Licen Plate readers, building, traffic and survaylance cameras). In addition we also maintain the City's P/E/G channel with televised meetings and events. At the moment, there is one IT proferssional and one level one Help Desk.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:

Routine network house keeping, exploring newer technology and ability to address needs and requests in a timely manner suffer.

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.

None

Submitted By

Director:

John T. Montgomery	
Signature: **John T. Montgomery**	**Date: 9/2/2021**