

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 22, 2024

Presented by Councilman Kontolios

ORDINANCE NO. 2486

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled,

“AN ORDINANCE ESTABLISHING THE POSITION OF SYSTEMS ADMINISTRATOR”

introduced on the 22nd day of April, 2024, do now pass a final reading and be adopted, and that the Borough Clerk be and she is authorized and directed to publish once, the aforesaid title, together with a notice of the date of its passage on final reading and approval thereof in The Record, a newspaper circulating in the Borough of Ridgefield.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Kontolios	X			
Ryu	X			
Congalton-Hali	X			
Kim			X	
Ramundo	X			
Said	X			
Mayor Jimenez				

Approved:

Attest:

Hugo Jimenez, Mayor

Linda M. Silvestri,
Borough Clerk

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Bergen County, New Jersey

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ORDINANCE NO. 2486

“AN ORDINANCE ESTABLISHING THE POSITION OF SYSTEMS ADMINISTRATOR”

BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield as follows:

Section I:

Article IV of the Code of the Borough of Ridgefield be, and hereby is, amended by establishing the following provisions as Article XI of Chapter 66 of the Code of the Borough of Ridgefield:

- A. Title of Article XI shall be Systems Administrator, and the following provisions are inserted:

ARTICLE XI. Systems Administrator

§ 66-37. Position created.

The position of Systems Administrator is hereby created in and for the Borough of Ridgefield. The Systems Administrator is responsible for administering and supporting all technology. The Systems Administrator position requires considerable independence, initiative, judgment and discretion. The Systems Administrator must be of the highest integrity with the ability to maintain confidential data and information at all times. The Systems Administrator reports to the Office of the Borough Administrator.

§ 66-38. Compensation.

The Systems Administrator shall receive such compensation as falls within the range established by the salary ordinance from time to time, and as fixed by the Mayor and Council by appropriate resolution.

§ 66-39. Duties and responsibilities.

- (a) Responsible for ten individual locations, some locations with multiple networks.
- (b) File Server Management: Daily on-line real time monitoring of critical functions. On-site and remote support as needed. Complete service pack and patch updates on a regular basis. Review all ancillary programs, including but not limited to, firewall, backup, anti-

virus/Endpoint Detection and Recovery programs etc. for updates and confirm system maintenance checks are being performed. Perform forced onsite/offsite data backup on all critical data systems to ensure all company-owned work is saved.

- (c) Workstation Management: On-site and remote support as needed. Complete patch management. Maintain properly functioning configurations.
 - (d) General IT services: Server, workstation, printer, network device consultation, configuration, and installation, software updates, network troubleshooting. Repairs and installation of printers, computers and other equipment as necessary. Administer network and data security, including Active Directory, Group Policy, etc.
 - (e) Network Status: LAN/WAN - All hardware and software programs should be reviewed and updated to protect all networks and workstations. Utilization of hardware, software, and services that check traffic, block restricted sites, and prevent cyber-attacks are to be maintained and recommendations are to be made. Firewall/Virtual Private Network connections and status are maintained in all locations.
 - (f) Cybersecurity Hygiene, Training, and Compliance - Anti-Virus/Endpoint Detection and Response Implementation and Administration
 - (g) Install, configure, and maintenance of wireless networking equipment to ensure full coverage.
 - (h) Evaluate connectivity issues, both equipment, and software and hardware. Oversee troubleshooting for system errors.
 - (i) Respond to Information Technology issues, hardware maintenance, software, networking, etc. Provide help desk and technical support either by phone, remote access, or on-site.
 - (j) Set up equipment/profiles for new users and employees.
 - (k) Ensure system optimization for all technology resources.
 - (l) Consult with vendors and clients to integrate and update company technology.
 - (m) Setup and maintain VoIP telephones and devices.
- Work with the following technologies, but not limited to:
 - Surveillance systems for various locations.
 - Alarm and building interlock systems, as well as IP integration.
 - Access control systems and IP integration.
 - Intercom systems and IP integration.
 - HVAC and BMS systems
 - Smart lighting systems

- EV chargers
- Electrical generators and UPS
- Outdoor digital displays
- Indoor professional displays
- Cellular/Telecom amplifiers
- Radio systems
- Smartphones/Tablets/Devices
- Interview room recorders and Alco Test equipment.
- LPR systems for vehicles
- Audio/Video systems for court rooms, offices, and huddle spaces.
- Audio/Video IP integration
- X-Ray machines

§ 66-40. Qualifications.

Bachelor's degree in Computer Science or Information Systems/Technology, or related field such as Electronics, Network, or Software Engineering; Master's Degree preferred. Required to pass background checks through the New Jersey State Police.

Experience and knowledge of:

- Installing, configuring, maintaining, break/fix of hardware, software
- Microsoft Windows Server/Domain Environment/Group Policy Administration
- Microsoft 365 Email and Apps Administration/configuration of email accounts
- Troubleshooting and providing technical support to employees (one-on-one, group training, etc.).
- Cybersecurity Hygiene, Training, and Compliance
- Various OS Device Support for all Computers and Smartphones/Tablets/Devices
- Virtual Private Networking/Firewall Setup and Management
- Maintenance and Administration of video surveillance and card access door entry systems
- Smart Power Supply and Network Switching Implementation/Management
- Setup, Administration, and Security of Internet of Things Smart Devices
- Performing onsite/cloud backups and data recovery
- Experience with cloud technologies such as Azure, AWS, and Google
- Keeping track of emerging technologies and implementing them as needed
- Excellent written and verbal communication skills.

Section II. Repealer.

All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are hereby repealed as to said inconsistencies and conflicts.

Section III. Severability.

If any section, part of any section, or clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the remaining provisions of this Ordinance, and each section and subsection thereof, irrespective of the fact that any one or more of the subsections, sentences, clauses or phrases may be declared unconstitutional or invalid.

Section IV. This Ordinance shall take effect immediately upon passage and publication according to law.

Section V: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Approved:

Attest:

Hugo Jimenez, Mayor

Linda M. Silvestri,
Borough Clerk