

## **MANAGEMENT INFORMATION SYSTEM CONSULTANT**

1. **Appointment of Management Information System Consultant.** The Management Information System Consultant shall be appointed by the Mayor and Borough Council of the Borough of Audubon Park by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The Management Information System Consultant shall receive such compensation as may be agreed upon and determined by the Governing Body.

### **Duties.**

The Management Information System Consultant shall provide the following services:

A. **File Server Maintenance:**

- Daily monitoring of critical functions.
- On-site and remote support.
- Complete service pack and patch updates.
- Review all ancillary programs, including but not limited to firewall, tape backup, Antivirus programs etc. for updates and confirm system maintenance checks are being performed.
- Perform forced data backup on the application server.

B. **Workstation Maintenance:**

- On-site and remote support.
- Complete patch management.
- Maintain properly functioning configurations.

C. **General Consulting/IT services**

- Examples of general IT services are: workstation, printer, network device installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting.

3. **Network Status.**

All hardware and software programs are to be reviewed and updated to protect the network and workstations. Utilization of a hardware, software, and services that check traffic, block restricted sites, and prevent cyber attacks are to be reviewed and recommendations are to be made. The applicant/ proposer must have demonstrated successful experience in supporting an Edmunds environment for finance and an HTE environment for police applications.