

MEMORANDUM

DATE:

March 11, 2020

TO:

Annapolis City Council Aldermen

FROM:

Mayor Gavin Buckley

28

RE:

Confirmation of Exempt Level Appointments

Pursuant to City of Annapolis Code, Section 3.08.030, I am seeking confirmation by the City Council of my appointment to the MIT Manager position of the following individual.

Brian Paquin - A19 Step 5 - \$112,829

A copy of Mr. Paquin's resume is attached for your review and consideration.

Mr. Paquin has been the acting MIT Manager since November 1, 2019, and has the requisite educational background as well as nearly 19 years of experience in the information technology field. After receiving his Bachelor of Science degree in Information Systems Management from the University of Maryland Baltimore County, he began his career in client support for both hardware and software, helping to ensure network access to both domestic and international users for two years before joining the City of Annapolis. He has been an integral member of the MIT team since 2003. He oversaw the installation and growth of the City-owned fiber network, maintains the city's voice-over-IP telecommunications system, and plans and implements cybersecurity strategies. Mr. Paquin has consistently provided a high level of customer service to all City users through responsive helpdesk, network, and desktop support functions.

Accordingly, I trust that you will find the education, training and experience of Mr. Paquin exceeds the minimum qualifications required for the position. Mr. Paquin will be present for confirmation at the City Council meeting scheduled for Monday, March 23, 2020 at 7:00 p.m.

Brian Paquin 9500 Service Ln. Easton, Maryland 21601 · (443) 458-3145 bpaq08@gmail.com

SUMMARY OF QUALIFICATIONS:

Results-oriented, high-energy, hands-on professional, with over seventeen years of accomplishments in information technology with the City of Annapolis. Experience in project management and customer service with focus on providing the end user with a technological work environment that maximizes potential and effort.

My major strengths include strong leadership, outstanding communication skills, well-rounded technological skills, and thorough attention to detail.

PROFESSIONAL EXPERIENCE:

City of Annapolis

Annapolis, MD

(12/2003 - Present)

MIT Specialist

- Serving as Acting MIT manager beginning 11/1/2019.
- Provide hardware specifications, obtain quotes, generate bid documents, as well as manage first-tier requisition approvals for all IT-related software and equipment.
- Coordinate cybersecurity planning and implementation with lead network engineer.
- Manage and oversee all network infrastructure planning, implementation and maintenance.
- Oversaw construction of City-owned fiber network for thirteen locations and responsible for maintenance and repair of fiber optic infrastructure.
- Manage all projects with outside contractors including inside wiring, fiber optics, and telecommunications providers.
- Maintain excellent relations with other government agencies that have network interconnections with the City. Implement and troubleshoot ongoing expansion of these connections.
- Service and maintain all telephone service citywide. This includes Cisco CallManager and Unity as well as smaller PBX-based systems at branch offices.
- Perform network administration tasks on Novell OES, GMail, and a wide variety of Windows-based servers.
- Provide helpdesk and desktop support services for all city users, as well as
 equipment installations and configuration.

Helpdesk Support Technician

- Support Windows 95/2000 and Office 97/XP.
- Setup and troubleshoot remote access for users all over the world.
- TCP/IP support on Windows NT/Netware 5.1 network
- Provide Oracle client support

EDUCATION:

University Of Maryland – Baltimore County

Catonsville, MD

(1998 -

Bachelor of Science - Information Systems Management