

TOWN OF WYTHEVILLE DEPARTMENT OF THE MONTH – MARCH 2024



Information Technology

The Information Technology Department develops and implements the use of hardware and software for all computer and data processing functions performed by the Town of Wytheville. Information Technology staff manage data security systems for new and modified software and networking systems. The department performs computer equipment repairs for all Town departments and oversees the performance of equipment and required equipment upgrades of telephone, cellphone, fiber optics services, card access, wireless networks, and security camera systems.

Other duties include the design and maintenance of the Town of Wytheville's official website, www.wytheville.org, and social media sites. The Information Technology Department assists all town departments with audio-visual and networking needs including the clients of the Wytheville Meeting Center.

“Every department of the Town of Wytheville uses computer hardware and software in some manner. Information technology is a central component of carrying out our duties,” said Brian Freeman, Wytheville Town Manager. “It is essential that these tools not only function efficiently, but, in today’s world, network security is a high priority for our organization. We rely on our IT department to keep those processes running smoothly.”

NAME	JOB TITLE	YEARS OF SERVICE
Ron Jude	Director of Information Technology	22 Years
Jeff Hooper	Assistant Director of Information Technology	17 Years
Lucas Nester	Technology Specialist	5 Months

Human Resources

The Human Resources Department handles a variety of duties associated with personnel management. From an employee's initial application to the paperwork required for their retirement, the staff of the Human Resources Department interacts with every employee on a personal level and carries out many tasks related to personnel policy, job classifications and descriptions, employee compensation plans, wage, salary and benefits administration, compliance standards, training programs, talent recruitment strategies, and employee retention strategies among others.

A primary duty is managing bi-weekly payroll including collecting and verifying timesheets and leave forms, inputting data, reconciling payroll reports, and managing payroll deductions before submitting payroll data to accounts payable. The department ensures that the reporting functions related to state and federal payroll taxes are compiled in an accurate manner as well as the administration of the Town's competitive pay and benefits package.

"Human Resources is the gateway to employment with the Town of Wytheville," said Brian Freeman, Wytheville Town Manager. "The staff of this department play a key role in keeping our individual departments fully staffed. We rely on HR to help us remain compliant with the ever-changing state and federal regulations which govern employment."

NAME	JOB TITLE	YEARS OF SERVICE
Kristi Jackson	HR Assistant/Payroll Technician	19 Years
Rebecca Counts	Human Resources Assistant	6 Months