

**WILLIAM E. BATLEY JR.**

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Remington, IN 47977

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**EXPERIENCE:**

9/2018-10/2018 **H.O.P.E**, HFA course for long Term Care Administration

1/2006-9/2018 **Information Technology Director**, (Jasper County Government), Rensselaer, IN  
Planning/scheduling work assignments, providing training and corrective instruction, evaluating performance, and taking personnel action as needed. IT Advisory Board, preparing agendas, evaluating proposals, preparing and presenting status reports and recommendations, and recommending policies and strategies. Prepares and administers department budget, including analyzing current expenditures, projecting costs, authorizing payroll and other encumbrances, monitoring account balances, requesting fund transfers as needed, and ensuring cost-effective operations and accurate record keeping. Serves as purchasing agent for all County computer related hardware, software, and expendables.

1/1999-1/2006 **Advanced Technology Services** (Caterpillar), Lafayette, Indiana  
**Network Administrator and Field Service Tech**  
Network infrastructure support, installs, planning, ordering, and updates  
Install, Configure, and troubleshoot MS Windows clients and servers  
Lotus Notes administration and, IBM Personal Communications Support  
Palm Pilot installs and configuration  
Vax VMS support, VMS Alpha systems  
Create and maintain webpages and tools  
Present monthly reports to management

10/1997-1/1999 **Indiana Business College**, Lafayette, Indiana  
**Student/Teachers Aid**

**CERTIFICATIONS & DEGREES:**

**H.O.P.E** Indianapolis, Indiana  
Certificate of Completion of Long Term Care Administration  
State of Indiana Health Facility Administration Board 840 IAC 1-1-4

**Indiana Business College**, Lafayette, Indiana  
**Associate of Applied Science:** Business Administration, 1999  
Deans List, Graduated with Distinction  
Instructors Aid in Basic computers and word processing

**Delphi High School**, Delphi, Indiana  
**Graduated 1990**