



DESKTOP MANAGER

JOB DESCRIPTION

The Desktop Manager, under the supervision of the Director of Desktop Services, provides software-level installation, maintenance, troubleshooting and support for district desktop clients. Handles streamlined creation and maintenance of operating system images and network software.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- A.A.S. in Electronics or Computers; or network certification, such as CNE or MCSE; or equivalent schooling and/or experience

KNOWLEDGE, SKILLS, KNOWLEDGE AND ABILITIES

- Experience with networking technologies, including servers and network operating systems
- Experience with network-based software applications. Altiris Deployment Solution 6.1 certification or higher preferred.

DUTIES AND RESPONSIBILITIES

1. Installs, configures, and tests network software
2. Assists Systems Administrator with network software
3. Manages maintenance and configuration of Enterprise Virus Solution Server
4. Manages Patch Management and configures patch updates and rollouts
5. Assists Network Administrator with Group Policy and user Management
6. Maintains all Deployment and Imaging server software
7. Contacts vendors for server support
8. Recommends needed upgrades to server software
9. Research and development of Operating system/Software compatibility and workarounds
10. Maintains clients for textbook inventory system
11. Maintains virtual client inventory and asset management through Altiris
12. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry heavy weight (45 pounds or more), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, possess visual acuity, drive an automobile within district. Works with unusual noise levels, low or intense illumination, work around moving objects, and may work alone for prolonged periods of time.

PAY SCALE: PO3

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised
12/2/07