



<b>DATE</b>	January 2020
<b>JOB CODE</b>	DATABADM
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Desktop Technician  
 DEPARTMENT/DIVISION: Information Systems  
 REPORTS TO: Support Services Manager

**SUMMARY:** Responsible for providing troubleshooting and diagnostics of the City’s technical issues and problems that may occur. Responsible for maintaining application packages and Desktop Images. Responsible for repair, replacement, installation, moves, and changes to technology resources. Responsible for ensuring City systems are appropriately updated, configured, and interoperable.

**ESSENTIAL JOB FUNCTIONS:**

- Communicate highly technical information to both technical and non-technical personnel.
- Monitor incident within the Incident Management System and follow-up to ensure satisfactory and timely resolution of incident.
- Assist Support Services technicians/operators as needed when appropriate and utilize Incident and Asset Management System in order to assist in the evaluation of a call.
- Coordinate with network services, application support, and other applicable groups when needed.
- Maintain Software Installation packages for custom and COTS software.
- Maintain Windows Desktop Operating Systems.
- Receive, store and inventory new and retired computer equipment.
- Prepare retired equipment for auction or destruction and maintain accurate records.
- Destruction of confidential data from salvaged equipment.
- Image new computers per replacement schedule.
- Deploy new computers per replacement schedule and ensure full functionality of software and hardware during deployment.
- Build and maintain strong, effective working relationships with internal support teams, peers, vendors and customers as it deals with the City’s technical infrastructure.
- Maintain compliance with external regulatory controls, such as the Texas Department of Information Resources.
- Responsible for assisting in the training of City staff and contract staff security protocols, risks, and proper habits, including; online learning management, in persons training events, reviewing work accuracy, providing feedback, identifying skill gaps and implementing any necessary skill development or corrective action plans to mitigate gaps.
- Participates in a variety of special projects in support of departmental operations, which may include: analyzing vendor contracts; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and

maximize organizational efficiency, effectiveness, and performance; recommending cost-conscious decisions and actions; and/or, performing other related activities.

- Performs other duties as assigned, which may involve irregular work hours, including evenings and weekends.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Software packaging tools
- Knowledge of Microsoft operating systems and desktop software such as Microsoft Office suite
- Knowledge of installation, configuration, and troubleshooting desktop hardware and software
- Knowledge of desktop/network infrastructure- hardware, software, databases
- Knowledge of disaster and business recovery practices
- Knowledge of government operations and processes
- Skilled in generating management and inventory reports
- Skilled in analyzing security processes
- Skilled in reading and interpreting technical documents
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Skilled in reading, interpreting and applying regulations, policies, and procedures
- Skilled in tracking service call and installations
- Skilled in identifying and solving problems
- Skilled in documenting service outages and resolutions
- Skilled in working independently or part of a team in delivering excellent customer service
- Skilled in preparing clear and concise reports
- Skilled in providing customer service
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals
- Skilled in Windows Operating System creation and deployment technologies
- Skilled in scripting technologies such as PowerShell, VBScript, and Batch Files
- Ability to analyze technical problems and develop workable solutions
- Ability to communicate with users to define system requirements and resolve problems

**MINIMUM QUALIFICATIONS:**

- High school diploma or General Equivalency Degree (GED)
- 1 year of progressively responsible information technology experience
- Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements
- Must possess or be able to obtain and maintain a valid Texas driver's license

**PREFERENCES:**

- 2 years of college credit or vocational school experience in a related area
- 1-3 years' experience with the configuration and installation of computer hardware/software and in problem resolution
- Hold one or more of the following certifications (or substantially similar);
  - Desktop Support Technician by HDI
  - Microsoft 365 Windows 10
  - Microsoft 365 Managing Modern Desktops

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity
- Occasional climbing, balancing, stooping, kneeling, and crouching
- Sedentary office and outdoors work environments
- Occasional lifting and carrying up to 50 pounds
- Work may be performed in a data-center environment, involving loud noise and temperature irregularity
- Work both indoors and outdoors and are exposed to cold and hot temperatures, constant noise, fume/odor hazards, road hazards, heights, and mechanical and electrical hazards.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test
- Must pass criminal history check
- Must pass motor vehicle records check