

## Franklin County Data Center Job Posting

**JOB TITLE: Senior Desktop Specialist**

**ANNUAL SALARY: \$43,243-56,216 \*\* EXCELLENT BENEFITS PACKAGE \*\***

### SUMMARY

Franklin County Data Center is seeking a Senior Desktop Specialist to provide senior-level technical support. Oversees activities of team members who provide problem-solving support to computer users by performing the following duties. Must successfully complete 180-day probationary period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Coordinates installation of hardware and software, and implementation of procedure changes.
- Performs PC Packaging and deployment, Refresh [Packaging, Deploy, Inventory, Content Migration and User Orientation].
- Provides support with advance experience in Microsoft desktop operation systems and Office Automation tools [Office Professional, Word/Excel/PowerPoint/Access, Project, Visio, Internet Explorer, etc.]
- Acts as escalation point for solving, or assists in solving, non-routine or complex software, hardware, mobile devices and O/S, and procedure problems.
- Maintains a high level of customer satisfaction and customer advocate and manage service requests from inception to completion within Service Level Agreements
- Confers with staff, computer users, supervisors, and managers to determine requirements for new or modified software and hardware.
- Creates documentation on best practices for technical support as well as resolving commonly known technical issues.
- Writes technical recommendations for review.
- Other duties as assigned.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to adequately perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced customer service skill set/ability to meet with users directly, solve their issues, and leave the user with a very positive experience
- Ability to multi-task, handle multiple high-priorities; balance priorities
- Ability to be mobile – move from building to building
- Ability to interact with management
- Process oriented and strong working knowledge of ITIL process
- Excellent written and verbal communication skills
- Strong troubleshooting skills and attention to detail
- Self-motivated and reliable
- Must be able to improvise in an acceptable manner in order to react to a pressure situation
- Must be able to work effectively independently, or as a member of a team
- Strong communications and relationship building ability and Customer Service Skills

Senior Desktop Support Specialist

## **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school. Must possess five years of related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

**Required:** CompTIA A+

**Nice to have:** ITIL Foundations or any other work related certifications.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

### **Data Center Benefits Summary:**

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement**

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**EOE**

**No Fees**