



POSITION AVAILABLE

Job Title: Operation and Endpoint Management Administrator

Department: Information Technology

Job Location: Chambers County Courthouse

Annual Salary: Based on experience

Application Period: January 17, 2023 - until filled

Job Summary and Principal Duties:

The Operation and Endpoint Management Administrator's role is to ensure proper computer operation so that end users can accomplish business tasks.

Duties include, but are not limited to:

- Create and maintain operating system images and their deployment processes.
- Configure, maintain and update post-deployment processes for various system images
- Setup, configure and maintain all mobile devices in Mobile Device Management system
- Assists with maintaining up-to-date patch management to all endpoint systems including, but not limited to, laptops, desktops, tablets, mobile devices and virtual machines.
- Assist with software releases and roll-outs
- Evaluates new technology, assesses compatibility with existing equipment and operating systems and recommends purchase options and integration strategy.
- Performs other duties as assigned

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. A High School Diploma/GED
2. A valid Driver License
3. Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment. Technology must submit fingerprints and pass a background check.
4. Required: Degree in Information Technology and/or two years equivalent work experience.
5. Preferred: Certifications in A+, MCP, MCSA.

Only applicants meeting the qualifications listed above need apply:

Information Technology
404 Washington Ave
Anahuac, TX. 77514
(409) 267-2450

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