

---

# Minidoka County Government

---

## **Desktop Administrator**

Starting pay: \$28 per hour at 40 hours per week

### **Posting closes July 1, 2024**

Send resume to Minidoka County Commissioners, PO Box 368, Rupert, Idaho 83350 or hand deliver to 715 G Street, Rupert, Idaho.

An application for employment can be found at <https://www.minidoka.id.us/292/Employment-Opportunities>

### **Job Brief:**

This position is responsible for managing user workstations within Minidoka County. Primary duties include: Software installation and Configuration, Desktop Configuration and Maintenance, and User Support and Troubleshooting.

### **EXPERIENCE, TECHNICAL QUALIFICATIONS, and RESPONSIBILITIES:**

#### **Preferred Experience:**

- Work history providing technical assistance to end users and managing computer workstations
- Education tied to relevant degrees such as Bachelor's or Associate Degree in fields like Computer Science, Information Technology, or Computer Engineering

#### **Preferred Soft Skills:**

- Strong customer service skills, patience, and professionalism
- Excellent written and verbal communication skills
- Willingness to learn and share knowledge with others

#### **Technical Qualifications:**

- IT certifications such as ITIL, MCSA, or CompTIA
- Advanced technical knowledge of Microsoft Windows 10 and 11 operating systems
- Working knowledge of computer services and TCP/IP networking

#### **Minimum Requirements:**

- Must pass a background check
- High School Diploma or Equivalent
- Install and configure Windows 10 and 11 operating systems
- Desktop security and patch management
- Troubleshoot hardware and software issues
- Manage printer installation and resolve print issues
- Document system configurations and procedures
- Perform work duties on-site and after-hours as needed

#### **Essential Physical Abilities:**

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 stand, walk, sit, and drive. The employee occasionally is required to climb, balance, stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 50 pounds.

**Other Recommended Knowledge, Skills, and Abilities:**

- Skills in prioritizing multiple tasks
- Ability to acquire knowledge and effectively apply to everyday duties;
- Ability to establish and maintain effective working relations with co-workers and clients;
- Ability to work well either alone or as part of a team;
- Interpret a variety of instructions furnished in written, oral, diagram, and schedule form

**Equal Opportunity Employer:**

Minidoka County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.