

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

<u>POSITION</u>	<u>DEPT./SCHOOL</u>	<u>LOCATION</u>	<u>SALARY RANGE</u>
Posting # 46 - 09 IT Technician – Software Deployment / Asset Management	Technical Services Department	CEC 80 Sheppard Ave. East	Grade 7 \$1955.12 biweekly to \$ 2227.70 biweekly

Please note: this is a temporary assignment to approximately December 31, 2009

Criteria for an Interview

- Three-year college diploma in Information Technology i.e., Computer Science, Computer Engineering or equivalent qualifications and experience
- Microsoft Certified Systems Engineer (MCSE) or Microsoft Certified IT Professional (MCITP), A+, Network+ certifications
- Minimum One (1) year of work related experience providing software installation package and deployment and workstation build support in a large scale, complex, multi-location enterprise environment
- Strong analytical, problem-solving and troubleshooting skills to provide solutions to software configuration and deployment problems and ability to understand the business impact
- Extensive experience with a wide range of desktop software applications and desktop and server hardware
- Demonstrated experience and high-proficiency skills and knowledge with Windows operating systems (Windows 2000/XP and Windows 2000/2003/2008 Server), Microsoft SMS, SCCM 2007, Apple Mac OS (9.x/10.x), Microsoft Office applications, school administrative and academic software applications, class management interface (Visual Casel) and IT security best practices
- Knowledge and skills with TCP/IP (subnets, VLANs, ports, routing), VPN networking, DNS, WINS, DHCP, Firewalls, network switches, structured network cabling
- Strong prioritization and time management skills and desire to continue learning new technology
- Excellent interpersonal skills with demonstrated success working in a team environment
- A valid Ontario driver's license and access to a vehicle is required for travel to schools and other Board sites.

Major Duties and Responsibilities

Reporting to the System Administrator – Software Deployment & Licensing / Asset Management, the primary function of this position is creating, updating and maintaining software installation packages, workstation build images and asset inventory management.

- Create, update and maintain software installation packages and Windows desktop workstation build images (Ghost) for varied desktop computer configurations
- Perform software package creation and distribution, Windows desktop workstation builds (Ghost), release upgrades, migrations, patch management and software maintenance utilizing system management and software deployment tools
- Perform integration and quality assurance testing of software packages and workstation build images
- Install, configure, maintain, problem determination and troubleshoot Windows desktop based software applications and desktop computer hardware and peripherals
- Prepare and maintain documentation on the creation, assembly and update of software installation packages and workstation build images
- Conduct, update and maintain software and hardware inventory in Asset Management system
- Tracking, updating and maintaining software assets inventory and software licensing records
- Assist with configuration, troubleshooting and administration of the class management system (Visual Casel)
- Provide 2nd level technical support problem determination, resolution, documentation (HEAT trouble tracking system) and escalation to next level appropriate technical support
- Assist with direction on system administration tasks including monitoring, maintenance and production support for Windows servers
- Perform other duties as required

WRITTEN APPLICATION REFERRING TO POSTING NUMBER, LOCATION AND POSITION MUST REACH **Linda Moynagh, Supervisor, Support Staff, HUMAN RESOURCES DEPARTMENT**, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, TORONTO, ONTARIO M2N 6E8 NO LATER THAN **TUESDAY, September 16, 2009**

PLEASE NOTE: RESUME AND ANY PERTINENT SUPPORTING DOCUMENTATION ARE REQUESTED. EMPLOYEES WHO APPLY FOR MORE THAN ONE POSTING MUST SUBMIT INDIVIDUAL COVERING LETTER, RESUME AND DOCUMENTS PER BID.