Job Title:	Software Deployment Specialist	**Job Code:**	T43455
Job Function:	Staff	**Grade:**	220
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	3/05

Job Summary:

Responsible for the administration and implementation of the enterprise management software. Provide comprehensive software deployment methodology and deployment solutions for the University's desktop and laptop computers. Responsible for maintaining the technological directions the desktop/laptop environment as devised by management, while ensuring continued desktop/laptop security, performance and stability. Develop deployment solutions for software applications and software updates. Administer software patch management and provide centralized management of the enterprise security software for the University's ubiquitous computing environment.

Essential Functions:

35% Create efficient and accurate repackaging of software applications for automated installation utilizing defined desktop management standards and best practices.

20% Develop, build and implement deployment methodologies for all supported software applications, including enterprise security software for faculty and staff desktop and laptop computers.

15% Responsible for the management and administration of the enterprise standardized software including the enterprise security software. Monitor software application deployments and formulates plans to address problems.

10% Manage software deployment server, determines system administrator privileges and provides level three support for departmental computer technicians.

10% Assist in the development and management of security policies of University computer environment. Evaluate new security products and provides recommendations to management. Provide backup support and expertise for desktop support personnel and walk-in support for faculty laptops. Provide technical assistance for departments, faculty and staff. Perform other duties as assigned by management.

5% Function as Project Leader as required for major projects as assigned by management. Responsible for the functional assignments of the project team members.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in enterprise deployment and management software, installation and support of desktop hardware and software, networking, operating systems, software applications and enterprise security software such as anti-virus, anti-spyware and personal firewalls. Highly developed problem-solving skills and the ability to adapt to new computer technology required. Strong verbal and written communication skills required. Ability to perform various managerial duties preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.