IMMEDIATE OPPORTUNITY

INFORMATION TECHNOLOGY SERVICES
SENIOR DESKTOP COORDINATOR
GRADE 14

Steven M. Neuhaus
County Executive

Applications are being accepted for the position of Senior Desktop Coordinator at the Department of Information Technology Services. This position is allocated to the competitive class. The nature of the appointment is provisional pending outcome of a Civil Service Examination. Examination will be announced at a later date. The work involves responsibility for coordinating the desktop training programs and supervising instructors. The work is carried out in accordance with established policies and procedures and involves conducting training, evaluating course curriculum, materials, and instructors, tracking student data and compiling training statistics. The incumbent is also responsible for providing support to users regarding desktop applications. Work is performed under the direct supervision of the Director of Client Services with latitude for independent judgment in developing and evaluating training methods and materials. Supervision is exercised over Desktop Coordinators. Incumbent may be required to work flexible hours, evenings and weekends as needed. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

(A)   Associate's Degree, or higher, in Computer Science or related field and two (2) years paid work experience in providing software training in a classroom setting, including or supplemented by one (1) year of supervisory experience; OR

(B)   Graduation from high school or the possession of a high school equivalency diploma and four (4) years of paid work experience as outlined in in (A) above, including or supplemented by one (1) year of supervisory experience.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.

STARTING SALARY: Orange County employees as per contract for Grade 14
New employees: $36.2095 per hour, $75,315,76 annually (40-hour work week)

Competitive examination is a requirement for this position

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

Email Application, Resume and Three (3) References to:
Orange County Department of Information Technology Services
Glenn Marchi, CIO
ITJobs@orangecountygov.com

Open announcement until the position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.
Or download directly here: Application for Employment Application

Equal Opportunity Employer
www.orangecountygov.com

Salary Update: 5/30/25 #003434