Saddleback Valley Unified                                Range 62
School District                                           Regular Classified Salary Schedule
                                                    EEO 5-10

**INFORMATION SERVICES MICROSOFT OFFICE/POLICY MANAGER**

<u>DEFINITION</u>

Under direction, to plan, develop, coordinate and manage all aspects of Microsoft Office products and their applicability to the District; evaluate new software versions and develop deployment plans and strategies for implementation; establish and maintain District Microsoft Office utilization policies; provide guidance and direction in defining and deploying Microsoft system policies as it relates to District issues; develop and maintain help desk databases; and do related work as required.

<u>EXAMPLES OF DUTIES</u>

Develop formal documentation and strategies for deploying new software products and version updates throughout the District; consult with department heads to determine system policy standards for each department ensuring they fall within District defined system policy standards; evaluate third-party software and make appropriate recommendations; analyze current and proposed system modifications; research and recommend office automation solutions consistent with District technology goals; provide help desk resources; customize Office applications.

<u>QUALIFICATIONS</u>

> <u>Knowledge of</u>
> > All aspects of Microsoft Office products and system policy administration; deployment of Microsoft Office and policies over server-based solutions, software version administration; thorough knowledge of Outlook, Outlook Express, Netscape, Word, PowerPoint, Excel, and Internet Explorer; Microsoft licensing issues and choices; network protocols for Office; centralized vs. distributed solutions options utilizing Office products and other useful educational tools; statistical methods and procedures skills; Citrix Metaframe and Windows Terminal Server environment.

> <u>Ability to</u>
> > Understand server-based computing technology as it relates to the deployment of Microsoft Office to all users; implement reasonable policies in server-based computing environment; deploy software District-wide with as little intrusion as possible; employ state-of-the-art systems administration skills and solutions; be a self-starter; work flexible hours with minimal supervision; research all resources available to ensure that the District is proceeding in the right direction; develop concise and comprehensive implementation plans using good communication and people skills; perform necessary software maintenance and upgrade after-hours; stay current with the latest Microsoft Office and Policies technology; develop and maintain a help desk database for District software; serve as the primary resource for Microsoft Office applications; work independently; and maintain and establish cooperative working relationships.

## Experience

Five years experience in primary or subordinate Microsoft Office/system policy management role; exposure to complex office tools environment with a variety of document conversion activities; knowledge of developing formal and written plans to migrate large numbers of users from one office system to another; extensive Microsoft Office help desk experience.

## Education

Graduation from a four-year accredited college with supplemental course work in Microsoft certification courses.  Microsoft Certified Professional-Workstation/Server certificate preferred.  Three to five years experience in Microsoft Office/system policy.

## Physical Performance Requirements

Light:  standing or walking much of the time with some bending, stooping, squatting and twisting.  Light lifting frequently involved.

## Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved:  August 23, 2000