

Job Title: TSMO IT SPECIALIST – WORKSTATION SUPPORT (Consultant)

Position Scope/Objectives:

The *TSMO IT Specialist – Workstation Support* is responsible for supporting RTMC operators and support staff, including hardware and desk setup. The Workstation Support also maintains a wiki for user self-help.

Primary Duties and Responsibilities

- Hardware setup / Desk setup
- Office space Troubleshooting
- Oversee office equipment inventory
- Oversee user logins for cyberkeys
- Maintain portal for cyberlocks
- Reimaging ITS computers and ensuring proper programs are installed
- Road ranger support (laptop and GPS)
- Conduct inventory and Surplus with TSMO Purchasing Agent
- Conduct basic cybersecurity sweeps and scans
- Building out documentation