



**Edison Public Library  
IT Technician  
Library Networking Operations**

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and mobile services. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in lay-out and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services.

Edison Public Library is seeking an entry level IT Technician to join our dynamic Library IT team. As an IT Technician, you will be responsible for supporting and maintaining our library's networking infrastructure across multiple locations, ensuring that all network systems and operations run smoothly and efficiently.

**Responsibilities:**

- Provide technical support and assistance to library patrons and staff in person, over the phone, and via email.
- Troubleshoot and resolve computer hardware and software issues, including desktops, laptops, printers, and other peripherals.
- Install and update software, hardware, and operating systems.
- Manage library computer networks, including LAN, WAN, and wireless networks.
- Maintain and update library technology, including public and staff computers, printers, and other equipment.
- Assist with the implementation of new technology services, including software and hardware.
- Monitor computer systems and networks for security threats and ensure appropriate security measures are in place.
- Maintain accurate records of technical support requests and resolutions.
- Communicate technical information to non-technical users in a clear and understandable manner.

- Keep abreast of the latest technology trends and developments and make recommendations for improvements.
- Assist our Senior IT Technician with daily operations and projects

#### Requirements:

- Strong knowledge of computer hardware and software, including Windows and ChromeOS operating systems.
- Experience with desktop support and troubleshooting in a Windows and/or ChromeOS environment.
- Familiarity with computer networking, including LAN, WAN, and wireless networks.
- Ability to communicate technical information to non-technical users in a clear and understandable manner.
- Excellent troubleshooting and problem-solving skills.
- Strong communication and interpersonal skills, with the ability to work effectively with staff and patrons.
- Ability to work well under pressure and meet tight deadlines.
- Ability to understand and interpret library policies and procedures to the public.
- Ability to commute between branches on short notice.

If you are a highly motivated individual with a passion for networking and IT operations, we encourage you to apply for this exciting opportunity. We offer a competitive salary, comprehensive benefits package, and a dynamic work environment where you can grow and develop your skills while helping to provide valuable services to our community.

#### Physical Requirements:

The IT Technician may be required to lift up to 15 pounds and stand or sit for extended periods of time.

#### Working Environment:

This is a full-time position with a competitive salary and benefits package. The IT Technician will work a flexible schedule, including evenings and weekends as needed to accommodate programming and library hours.

#### Hours

35 hours/week, with rotating nights and weekends

**Benefits, as per Union contract:**

Salary: \$48,212

Vacation: 10 days/year

Sick: 12 days/year

Personal: 2 days/year

Floating Holidays: 2 days

Holidays: 12 Days

Pension eligible: PERS, NJ Pension Plan

Health: includes Medical, Dental, Vision and prescription plans

The Library encourages continued education courses for all staff and membership to the New Jersey Library Association is provided.

Employment is contingent upon successful completion of a background check.

Edison Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.

To apply, please submit your resume and a cover letter to [hr@edisonpubliclibrary.org](mailto:hr@edisonpubliclibrary.org).

This position is open until filled.