



**Edison Public Library  
Senior 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.

The Library is seeking a highly motivated Senior IT Technician to join our dynamic Library IT team. As a Senior IT Technician, you will be responsible for managing and maintaining our library's networking infrastructure across multiple locations, ensuring that all network systems and operations run smoothly and efficiently.

The successful candidate is versed in network operations and infrastructure, security protocols, and keeps abreast of new developments in the field.

This position reports to the Supervising Librarian of Technology and Innovation and indirectly to the Library Director and Assistant Director.

**Job Title: Senior IT Technician - Library Networking Operations**

We are seeking a highly skilled Senior IT Technician to join our dynamic Library IT team.

**Responsibilities:**

- Collaborate with STELLA on implementation and overseeing cross-connected library platforms
- Manage and maintain our library's networking infrastructure across multiple locations, including servers, switches, routers, firewalls, and other network devices.
- Implement and maintain network security protocols to ensure the safety and integrity of our library's data and systems.

- Identify and troubleshoot network issues, and develop and implement effective solutions.
- Develop and implement disaster recovery plans to ensure that our library's network systems are protected in the event of a system failure or outage.
- Monitor network performance and ensure that our library's network systems are running at optimal levels.
- Provide technical support and assistance to other members of our IT team, as well as to staff and patrons at each library location.
- Maintain up-to-date knowledge of the latest networking technologies and trends, and make recommendations to management regarding upgrades and improvements to our library's network infrastructure.
- Develop and implement protocols to keep the networked computers up-to-date.
- Preserve critical services for smooth Library operations.

#### Requirements:

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven experience with network administration and maintenance, including servers, switches, routers, firewalls, and other network devices.
- Strong knowledge of network security protocols and best practices.
- Experience with disaster recovery planning and implementation.
- Excellent troubleshooting and problem-solving skills.
- Strong communication and interpersonal skills, with the ability to work effectively with staff and patrons across multiple locations.
- Ability to work well under pressure and meet tight deadlines.
- Experience with the library computer management systems are a plus.
- 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, and have experience working with multiple locations, 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 Library Associate 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 Library Senior 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: \$62,395

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.