



# Port Jefferson Free Library

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## **PART TIME NETWORK & SYSTEMS TECHNICIAN**

Assists with the installation and maintenance of computers, networks and other information technology equipment and systems. Assists staff and patrons in the use of personal computer equipment, software and computer-related tasks. An employee in this role should have the ability to analyze facts and exercise sound judgment in arriving at conclusions. Reports to the Network and Systems Administrator.

### **Duties and responsibilities:**

*(Not intended to be all inclusive. Employee shall also perform other reasonably related duties as assigned)*

- Assists in the installation, maintenance and upkeep of computers, networks, and related hardware and devices. Strings cable and installs components, peripherals, and software
- Diagnoses computer, network, and software problems. Assists in resolving these issues
- Maintains the Library's computer systems and equipment through preventative tasks
- Provides patrons with one-on-one basic technology-related assistance
- Assists staff with the set up and operation of technology for programs
- Presents instructional programs for staff and the public on a variety of technology topics
- Performs related duties as required

### **Qualifications:**

- Strong knowledge and understanding of computers including Windows and Mac operating systems
- Knowledge of Microsoft Office, Google Workspace & Windows Server environments
- High school graduate or equivalent
- Minimum of two (2) years of experience in a position working closely with information technology equipment within the last five (5) years
- Strong communication skills; ability to express oneself clearly orally and in writing
- Ability to work well independently
- Physical requirements commensurate with the demands of the position

Approximately 16 hours a week. Salary: \$26.06 per hour. Submit resume and application by Friday, July 31 to [jobs@portjefflibrary.org](mailto:jobs@portjefflibrary.org)

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

The Port Jefferson Free Library does not discriminate in employment or the provision of services.