



**Comsewogue
Public Library**

Where Many Paths Meet

170 Terryville Road, Port Jefferson Station, NY 11776 Phone: 631-928-1212

Notice of Position

Position: Network & Systems Technician

Department: Technical Support **Date Posted:** June 1, 2023

We invite you to apply for an opportunity to join our motivated team in a warm and welcoming environment. At Comsewogue we put an emphasis on training and we support each other in our day-to-day tasks. We're looking for someone who shares our interest in connecting with our patrons and making a positive contribution to our community.

Qualifications & Requirements:

- Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in a position working with information technology equipment. At least one (1) year of experience must include system installation, configuration, evaluation and troubleshooting.
- Excellent interpersonal and customer service skills including a professional, positive, and approachable demeanor.
- Ability to adapt to a constantly changing environment/ability to multitask.
- Ability to perform detail-oriented tasks with an emphasis on accuracy and efficiency.
- Ability to make sustainability-conscious workplace decisions.
- Duties may include monitoring and troubleshooting computer equipment and printers, updating and upgrading computer software, assisting in setting up new computer equipment and software, performing technology setups for library programs, and providing technical support to staff and patrons using technology.

Hours:

Up to 17.5 hours per week. Nights and weekends required.

Rate:

\$23.18 per hour.

Submit your application in person, email to hr@cplib.org or fax 631-928-6307 by **Friday, June 16, 2023**. Applications are available at the circulation desk and on the library's website by clicking on **JOBS** at the bottom of the page. *Special consideration **may** be given to candidates who are residents of this jurisdiction. **Only candidates selected for further consideration will be contacted.***

The Comsewogue Public Library does not discriminate in employment or the provision of services. The Library's Equal Employment Opportunity Policy is found at: <https://www.cplib.org/about/documents/>. The Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner. The Library is committed to reducing its impact on the environment.