



# 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:** December 23, 2024

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 serving our patrons and making a positive contribution to our community.

### Essential Job Functions & Responsibilities:

- 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 make sustainability-conscious workplace decisions
- Ability to perform detail-oriented tasks with an emphasis on accuracy and efficiency.
- 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.

### Education & Experience Required:

- 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.
- Additional education from a college with federally-authorized accreditation or registration by NY State, which includes six (6) credits per year in information technology or computer science, may be substituted on a year-for-year basis for all experience.

### Hours:

Up to 17.5 hours per week, including nights and weekends

### Rate:

- \$23.64 per hour.

Submit your cover letter and resume to [hr@cplib.org](mailto:hr@cplib.org) or fax 631-928-6307 by January 6, 2025.

**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.*