



POSITION AVAILABLE

East Brunswick Public Library

March 15th 2024

Information Technology Supervisor

Information Technology

Salaried Full time (101)

SCHEDULE: 35 hours per week, including a minimum of 12 to 16 weekend shifts per year and 1 evening shift per week.

GENERAL DESCRIPTION: East Brunswick Public Library is looking for an Information Technology Supervisor to join our team. The candidate will work with the IT Manager of technology and related matters. Information Technology Supervisor will also manage the library local area network (LAN), firewall, routers, switches, wireless network, servers, PCs, printers and related equipment; configures and optimizes the network, diagnoses and resolves network, software and hardware problems

REQUIRED SKILLS, KNOWLEDGE, AND ABILITY:

IT Supervisor Responsibilities:

- Analyzing existing computer systems and making recommendations for upgrades and improvements.
- Developing and overseeing the installation of projects, which include software and hardware.
- Performing tests and troubleshooting, as well as quality assurance.
- Implementing data recovery plans.
- Collaborating with other departments and vendors in the development of IT systems.
- Ensuring all installations, maintenance, and upgrades are completed.
- Delegating tasks and developing budgets and work schedules.
- Staying up-to-date with technology and ensuring the team receives refresher training as well.
- Managing part time staff hours.
- Contributing to purchasing and budget IT assets.

MINIMUM TRAINING AND EXPERIENCE:

Information Technology Supervisor must have any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science, or certification as a CCNA; and a minimum of two years' experience in administering a local area network. Supervisory or leadership experience preferred.

SALARY: \$65,000 to \$75,000 depending on qualifications and experience

START DATE: Immediate

SUPERVISOR: Alpesh Shah, Information Technology Manager

APPLICATION: By 5:00 pm Friday, April 12th 2024. The position may be filled prior to the application deadline. Send resume and cover letter to ashah@ebpl.org

RECRUITMENT:

1. Internal Posting	5. LMxAC
2. ebpl.org	6. LibraryLinkNJ
3. Township Personnel	7. Indeed.com
4. EBTv	