



State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/njhighlands



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CARL J. RICHKO
Chairperson

LISA J. PLEVIN
Executive Director

Job Title: Information Technology (IT) Coordinator
Reports to: IT Manager
Type of Position: Part-Time, Hourly
Salary Range: \$25.00 - \$30.00 Per Hour
Issue Date: December 11, 2020

Agency Description:

The New Jersey Highlands Water Protection and Planning Council (“Highlands Council”) is a regional planning agency charged with protecting drinking water for approximately half the residents of New Jersey. The Council was established by, and is responsible for implementation of, the Highlands Water Protection and Planning Act of 2004 and the 2008 Highlands Regional Master Plan (RMP). The Council is supported in its efforts by a professional staff of planning, science, legal and GIS experts. As a regional planning entity, the Highlands Council works in partnership with municipalities and counties to develop programs and planning initiatives that help ensure the long-term health of the region’s natural resources and economies.

Job Description:

Under direction and supervision of IT Manager, provides support relating to hardware and software to end-users; assist with the implementation and maintenance of desktop operating systems, applications and hardware. Assists with network management and systems programming, provides other technical support and guidance to end-users and to other units within the organization; does other related work as required. This is a part-time, hourly position with an average of 20 hours per week and not to exceed 944 hours in a fiscal year.

Duties:

- Configure and troubleshoot servers, personal computers, plotters and copy machines
- Provide technical support and assistance with operating systems, hardware and software
- Install and monitor software and hardware updates to servers and personal computers
- Maintain inventory of IT equipment; hardware, software, licenses and peripherals
- Perform scheduled backup of all servers and prepare backup drives for offsite storage
- Escalate urgent issues to senior staff for immediate attention and resolution

- Install, configure and provide first level support for IP telephone system
- Administer, install and configure local and wide area network infrastructure and devices

Position Requirements:

Minimum of 3 years of demonstrated IT experience or any equivalent combination of education and experience. Preferred skills: Installation/Administration of the following software: Windows Server, Windows 10, Microsoft O365. Skills that are a plus: Microsoft Dynamics Programming, CrowdStrike, ArcGIS, & Avaya IP Office

Residency Requirement: New Jersey Residence Required in accordance with Public Law, N.J. S. A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey. Foreign Work Visas: The New Jersey Highlands Council is not able to sponsor foreign worker visas.

To be considered, please mail, fax or e-mail the following to the address below no later than January 8, 2021.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Names and phone numbers of at least three references.

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