



**MIKIE SHERRILL**  
Governor

**DR. DALE G. CALDWELL**  
Lieutenant Governor

# 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](http://www.nj.gov/njhighlands)



**CARL J. RICHKO**  
Chairman

**BENJAMIN L. SPINELLI, ESQ.**  
Executive Director

Job Title: Information Technology (IT) Coordinator

Reports to: IT Manager

Type of Position: Hourly, Part - Time

Salary Range: \$28.00 - \$33.00 Per Hour

Issue Date: March 17, 2026 Closing Date: April 17, 2026

### 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, administrative 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 an hourly, part-time, position with an average of 20 hours per week and not to exceed 930 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

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- 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 demonstrated IT experience or, any equivalent combination of education and experience. Preferred skills: Installation/Administration of the following software: Windows Server, Windows 11, Microsoft O365, Active Directory. Skills that are a plus: Microsoft Dynamics Programming, CrowdStrike, ArcGIS, Unitrends, Kaseya VSA, Zscaler ZIA & Avaya IP Office.

**Employee Benefits:**

Hourly employee/TES benefits include Earned Sick Time\*

*\*Pursuant to the State/Department's policy, procedures, and/or guidelines*

**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 does not sponsor foreign worker visas.

**SAME applicants:** If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit: <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**To be considered, please e-mail, fax or mail the following to the address below no later than April 17, 2026.**

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

Ranji Persaud, Human Resources Manager  
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