

Part-Time Information Technology Systems Administrator (CGCIO Preferred)

Millstone Township – Part-Time (W-2 Position)

Millstone Township is seeking a highly skilled, hands-on Information Technology professional to provide part-time technical leadership and support across municipal operations. The ideal candidate will be an experienced IT practitioner with strong infrastructure knowledge and the ability to independently manage, maintain, and improve the Township's technology environment.

Certified Government Chief Information Officer (CGCIO) credential strongly preferred.

Position Summary

This position is responsible for maintaining and supporting the Township's workstations, server, and network infrastructure. The role combines strategic oversight with day-to-day technical execution, ensuring secure, stable, and efficient IT operations across departments.

Primary Responsibilities

- Provide advanced workstation support for municipal staff
- Administer and maintain Windows-based servers and related services
- Manage network infrastructure including switches, firewalls, wireless systems, and connectivity
- Oversee system security, patch management, and endpoint protection
- Maintain backups, disaster recovery readiness, and business continuity systems
- Troubleshoot hardware, software, and network issues
- Coordinate with third-party vendors and service providers
- Provide technical guidance on future infrastructure improvements and technology planning
- Support audiovisual, courtroom, and streaming systems as needed
- Ensure compliance with municipal, state, and cybersecurity best practices

Qualifications

- Certified Government Chief Information Officer (CGCIO) preferred
- Strong experience with Microsoft server environments and Active Directory
- Experience with network infrastructure configuration and troubleshooting
- Knowledge of cybersecurity principles and municipal IT compliance

- Ability to work independently and manage competing priorities
- Strong communication skills with the ability to translate technical issues for non-technical staff

Preferred Attributes

- Prior municipal or government IT experience
- Experience with public meeting streaming, courtroom technology, or AV systems
- Strategic planning capability combined with hands-on technical execution

Schedule

Part-time position. Hours flexible based on operational needs.

Interested applicants must complete the employment application on the Township website at <https://millstonenj.gov/departments/employment> and forward along with resume and cover letter to Kevin Abernethy, Township Administrator at twpadm@millstonenj.gov. The Township reserves the right to interview candidates as applications are received. EOE

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