



Passaic Valley Water Commission

JOB OPENING

ISSUE DATE: April 7, 2026

CLOSING DATE: April 17, 2026

TITLE: Technical Assistant, Management Information Systems

DEPARTMENT: IT Dept.

LOCATION: Little Falls/Clifton

SALARY: \$50,000-\$86,883

WEEKLY HOURS: 40

DEFINITION:

Under supervision of a supervisory official assigned to a program or operational unit having responsibility for a specific, existing information processing system operation, performs technical functions in support of management information systems used to process varied types of financial, program, or other information unique to the unit; operates computer terminal or PC for information processing; installs, utilizes, maintains, and troubleshoots information processing systems and system software; organizes, inputs, processes, and outputs source materials, raw data, and processed data; sets up and maintains data bases and software files; performs file maintenance; provides technical information/assistance to other system users; OR, under supervision of a supervisory official in a client-server environment, performs the more basic and repetitive levels of help desk responsibilities; performs other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Positions in this class are responsible for functions which support systems that process program/operational data and information. This title is not intended to classify positions solely responsible for routine/repetitive entry and retrieval of formatted data and information.

REQUIREMENTS:

EDUCATION:

Completion of sixty (60) semester hour credits from an accredited college or university.

NOTE: Two (2) years of experience in the gathering, retrieval, maintenance, compilation, and distribution of technical information in a public or private organization may be substituted for the above education requirement.

NOTE: Twenty-four (24) semesters hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the required education and/or experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a cover letter and resume to the Human Resources Department electronically to: careers@pvwc.com or submit a hard copy of your resume before the closing date.