



**VACANCY ANNOUNCEMENT**  
*Open to all qualified current staff and external applicants*

# INFORMATION TECHNOLOGY ADMINISTRATIVE SPECIALIST LIBRARY 21c (40 hours per week, non-exempt) Position # 160652001

**DATE POSTED:** February 22, 2019

**LOCATION:** 1175 Chapel Hills Drive, Colorado Springs, CO 80920

**STARTING WAGE:** \$16.83 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

**POSITION HOURS:** 40 hours per week per the following current work schedule:

**Schedule:** Monday – Friday 8:00 a.m. – 5:00 p.m.

**NOTE:** The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

## PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 ext 6998.

**CLOSING DATE:** Open until filled with preference given to online application materials received by **March 20, 2019 at 9:59 p.m. MDT**

## CONDITIONS OF EMPLOYMENT:

### All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

**EOE**

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As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

## **IT ADMINISTRATIVE SPECIALIST (cont.)**

### **POSITION SUMMARY**

Provides technical and functional support for the Pikes Peak Library District (PPLD) Chief Information Officer (CIO) and the IT Department Staff to fulfill the Library's mission while operating in a diverse environment.

### **ESSENTIAL FUNCTIONS**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Performs all department administrative duties, including document maintenance and filing; orders and maintains office supplies and forms; responsible for department meeting minutes.
- Maintains CIO's online calendar; schedules meetings and assists with meeting preparation.
- Assists the CIO with department acquisitions process including administrative duties associated with Request For Proposal (RFP) process.
- Assists in procurement activities; generates purchase order requisitions, coordinates financial reporting with Finance Office to ensure accurate and timely payment of invoices.
- Assists in budgeting process; monitors department budget to ensure accuracy and funding availability.
- Provides courteous and knowledgeable customer service to staff, external contacts, vendors and contractors; maintains confidentiality and discretion regarding IT operations.
- Maintains department's IT inventory; assists in asset management, disposal, and tracking.
- Coordinates order placement and delivery schedules with vendors.
- Maintains emergency access control list in coordination with department security policy and procedures, including passwords, security reports, and security code assignments.
- Conducts research in support of projects and assignments for the IT Department and IT Department support for PPLD organizational initiatives.
- Maintains department file system and records management system for compliance with Colorado Records Act (CORA).
- Assists in the development and maintenance of department policies and procedures.
- Oversees the life cycle of IT Department related information from creation to destruction.
- Possess driver's license to allow for using IT Department vehicle.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

*Duties are considered non-essential and include the following:*

- Participates in special projects as assigned.
- May participate on Library District teams.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and ability to follow PPLD's policies, procedures and communications standards.
- Demonstrates knowledge of operational processes, management, and budgeting.
- Demonstrates excellent verbal and written communication skills.
- Maintains effective relationships with contractors, vendors, and staff at all levels.

## **IT ADMINISTRATIVE SPECIALIST (cont.)**

- Demonstrates advanced ability to use the Microsoft Office suite including Word, Excel Outlook and preferred experience with Access and Project, along with standard office equipment (personal computer, fax, etc.).
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to act as PPLD ambassador promoting the organizations mission and vision.

### **MINIMUM QUALIFICATIONS**

1. Requires minimum high school diploma or G.E.D.; two years of college coursework preferred.
2. Requires a minimum of two years of related administrative experience; experience in an IT operational environment preferred.
3. Project management experience and familiarity with IT terminology preferred.

### **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended time period. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations. Position also requires occasional exposure to potential hazards, including heights, electrical and chemical hazards. Position requires occasionally working in all exterior weather conditions.