



VACANCY ANNOUNCEMENT
Open to all qualified current staff

END POINT SYSTEM ADMINISTRATOR
21C LIBRARY

(40 hours per week, exempt)
Position # 232552001

DATE POSTED: July 01, 2020

PRIMARY LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

STARTING WAGE: **\$25.75** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week per the following schedule:
Monday – Friday : 8 a.m. – 5 p.m. and on call

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

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org/online the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
- 3. Requires a cover letter and resume submitted online with application**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380

CLOSING DATE: Online application materials must be received by **July 15, 2020** 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.

EOE 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 orientation, 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.

End Point System Administrator (contd..)

Position Summary: Operates in a diverse environment to help support the Library's mission by implementing, maintaining, and troubleshooting the End Point systems infrastructure and associated hardware.

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.

- Administers End Point management systems, including imaging, configuration inventory, patching, Active Directory, and Group Policy as related for the fleet of computers used by the District.
- Administers patron time and print management services.
- Collaborates with system engineers and/or architects for upgrades to operating systems, hardware, or other components.
- Collaborates with vendors, consultants and library staff to implement and maintain new technologies; provides work direction and assistance to staff and vendors.
- Maintains confidentiality regarding network configurations, passwords, or other security or proprietary PPLD information.
- Maintains confidentiality in all customer and staff interactions.
- Secures systems from other security-related attacks; applies appropriate security patches as necessary.
- Researches new technologies, features, and strategies; recommends possible products to accomplish PPLD goals and objectives.
- Assists IT Infrastructure Manager with analysis, specifications and deployment of new devices, applications, and technologies.
- Provides consultation and collaboration to the IT team.
- Monitors systems and responds to incidents to ensure confidentiality, integrity, and availability.
- Serves on cybersecurity team to ensure systems are secure.
- Serves as quality assurance evaluator for overseeing contractor support and determines acceptance of contractor deliverables. Develops the documents necessary for conducting server operations and maintenance (O&M) for IT Infrastructure Manager (i.e., checklists, standard operating procedures, etc.).
- Assists in the development of the training curriculum and conducts training as appropriate.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Participates in development of disaster recovery and business continuity planning.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Serves on district-wide teams.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Demonstrates advanced knowledge of Enterprise Level End Point Administration, server operating systems, and patron print and time management services.

End Point System Administrator (contd..)

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates knowledge of industry standards.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates ability to respond with patience and professionalism to requests for assistance from computer users of varying knowledge levels.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with staff at all levels, customers, and vendors.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires an Associate's degree in computer science, programming, information systems or a related field, or the equivalent combination of education, training or experience.
2. Requires a minimum of three years of managing enterprise level End Point Systems such as Deep Freeze, PDQ, GPO, Windows Updates.
3. Requires a valid Colorado driver's license.

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 stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift and move computer equipment weighing up to 50 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.