VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

NETWORK ADMINISTRATOR
LIBRARY 21C

(40 hours per week, exempt)
Position # 240652001

DATE POSTED: April 08, 2021

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

STARTING WAGE: **$27.70** per hour – **$34.60** 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   :   8:30 a.m. – 5 p.m.
On call duty once per quarter.

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/Jobs at the Application Tab
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

CLOSING DATE: The position is open until filled. Preference will be given to application materials received by **April 19, 2021 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.

Position Summary: Operates in a diverse environment to help support the Library's mission by implementing, maintaining, and troubleshooting the networking infrastructure, its associated network connections and component 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 network infrastructure, including the Local Area Network (LAN)/Wide Area Network (WAN), Wireless hardware (H/W) and software (S/W), and cabling.
- 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 network and wireless equipment; provides work direction and assistance to library staff and vendors.
- Collaborates with the IT Team to resolve trouble tickets and mitigate end-user issues.
- Maintains confidentiality regarding any network configurations, passwords, or any other security or proprietary information.
- Maintains confidentiality and discretion 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 Director of IT Infrastructure 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 Director of IT Infrastructure (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 network and wireless H/W and S/W, including switches, routers, security devices, wireless access points and controllers, uninterruptible power supplies.
- 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 staff 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 S/W, 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 experience installing and maintaining data networks including wireless networks.
3. Requires Cisco Certified Network Associate (CCNA) or ability to obtain certification within 6 months of hire.
4. Requires a minimum of 3 years wireless network experience.
5. Experience with an Integrated Library System is preferred.
6. 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.