



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

**NETWORK ADMINISTRATOR**  
**IT**  
**LIBRARY 21c**  
**(40 hours per week, Exempt)**  
**Position # 240652001**

**DATE POSTED:** September 6, 2019

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

**STARTING WAGE:** **\$27.70** 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. and on call

**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. **Please submit a cover letter and resume. Applications without these materials will not be considered.**
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333 ext 6086.

**CLOSING DATE:** Online application materials must be received by **September 23, 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.

## **NETWORK ADMINISTRATOR cont.)**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission through the design, implementation, and maintenance of networking and wireless connections for customers and staff.

### **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.*

- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Installs, maintains, and monitors operation of the Local Area Network (LAN)/Wide Area Network (WAN) and Wireless hardware (H/W) and software (S/W) throughout the District.
- Determines data communications and cabling needs; makes recommendations for upgrades or changes.
- Monitors telecommunications network; takes corrective actions as service deficiencies or breakdowns are identified.
- *Supports Infrastructure Manager in budgeting for Network and Security H/W and S/W.*
- Orders and coordinates installation of appropriate networking and wireless equipment, including circuits, routers, switches, access points and related devices.
- 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.
- Maintains confidentiality and discretion in all customer and staff interactions.
- Maintains confidentiality regarding any network configurations, passwords, or any other security or proprietary information.
- Maintains firewall implementation and other security devices; monitors logs for any potential problems.
- Researches new technologies, features, and strategies; recommends possible products to accomplish PPLD goals and objectives. Makes use of learning opportunities to maintain knowledge of new and/or innovative products or network processes.
- Performs troubleshooting and diagnosis of network (H/W) and (S/W) related problems; makes repairs and contacts vendors as needed.
- Develops and implements LAN policies and standards; ensures adherence to security procedures.
- Provides technical assistance with Help Desk tickets and other IT activities.

### **Additional Duties and Responsibilities**

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

- Performs routine troubleshooting of all H/W and S/W as needed.
- Serves as backup to the IT Voice System Engineer for telephone and cabling projects.
- Keeps informed about Library and department information.

## **NETWORK ADMINISTRATOR cont.)**

- Participates in special projects as assigned, including district-wide VoIP deployment, construction/renovation installations, and new wireless access system across all locations.
- 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:*

- Thorough 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 advanced knowledge of standard tools for network management and vendor specific sites for research, configuration, and troubleshooting information.
- Demonstrates thorough knowledge of network security principles.
- 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 network administration, data networks, and/or telecommunications, 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.
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.

## **NETWORK ADMINISTRATOR *cont.***

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.