



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

CHIEF INFORMATION TECHNOLOGY OFFICER

LIBRARY 21c

(40 hours per week, Exempt)

Position # 301152001

DATE POSTED: June 08, 2022

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

STARTING WAGE: \$45.7 - \$57.2 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 on the Application tab
2. Attachments should be submitted 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: Open until filled. Preference will be given to Application materials received by **July 7, 2022 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.

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.

EOE

CHIEF INFORMATION TECHNOLOGY OFFICER (contd.)

POSITION SUMMARY

Under limited supervision, supports the District's mission through identification of leading edge technologies that will enable PPLD to accomplish strategic initiatives; directs district-wide IT functions (including telecommunications, network services, and end-point devices), creating a cohesive and customer-focused system.

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.

- Develops, recommends, implements, and monitors IT policies and plans in alignment with the PPLD Strategic Plan.
- Hires, supervises, coaches, and monitors the development of department staff; prepares bi-annual documented feedback sessions with direct reports as scheduled.
- Ensures that the lifecycle of IT infrastructure supports library operations.
- Oversees all information technology for the District, including but not limited to the integrated library system, enterprise level Microsoft platform, VmWare server clusters, MSSQL and MySQL databases, Microsoft Exchange, network telecommunications, VOIP, website/online borrowing interface, IT system security, data management, printers, audio-visual equipment, RFID equipment, Wi-Fi, location-based analytics and services, and cloud computing. Recommends online networking solutions and supervises installation and maintenance of all hardware, software, and data communications equipment.
- Consistently evaluates operations of computer systems throughout the District and recommends appropriate/optimal configurations and updates of hardware, software, and procedures to ensure effective operations that meet customer needs.
- Conducts technical feasibility studies for automation projects district-wide including design, development, implementation, and maintenance of hardware and software.
- Prepares budget requests and assumes budgeting responsibility for all IT functions; prepares RFPs and bids; analyzes and recommends bid decisions to the Chief Librarian & CEO and Board of Trustees.
- Oversees the inventory tracking of IT equipment.
- Serves on the Leadership Team; collaboratively makes District-wide recommendations and decisions.
- Serves as a role model for staff; maintains a courteous, positive image of the library.
- Coordinates management and supervision of all outside contracts related to IT with the Finance Office.
- Analyzes training needs for IT staff; works collaboratively with the Director of Organizational Development to schedule and implement needed training activities.
- Maintains confidentiality and discretion with regard to IT and customer account records.

CHIEF INFORMATION TECHNOLOGY OFFICER (contd.)

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Keeps informed about District and department information.
- Participates in special projects as assigned.
- Responsible for compliance with Software Publishers of America regulations and other software licenses.
- Remains current with IT and library trends; consults with other IT and library services experts as necessary.
- Represents the District to community agencies and professional library organizations.
- Serves on state and regional professional committees.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Expert 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 expert knowledge of current and emerging technologies, including library technology systems and networks, security and infrastructure, applications software, data and voice communication, and e-media.
- Demonstrates experience in planning and managing complex IT projects and budgeting.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Ability to communicate with a wide variety of people using easy-to-understand technical terminology about IT concepts, ideas, and requirements; demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills.
- Ability to work effectively as a team member, organize daily work, and meet deadlines in a fast-paced, detail-rich environment

MINIMUM QUALIFICATIONS

1. Requires a Bachelor's degree in Computer Science, Information Technology, or related field. Master's degree or applicable certification is preferred.
2. Requires a minimum of ten years of experience in Computer Science, Information Technology, or related field. At least three years of staff supervision experience is preferred.
3. Certifications in the following areas are preferred: Project Management Professional, Certified Information System Security Professional, Comp TIA A+, Comp TIA Network, Comp TIA Security, Cisco Certified Network Associated.
4. Requires Colorado Driver's License or ability to obtain one.

CHIEF INFORMATION TECHNOLOGY OFFICER (contd.)

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 periods of time. Position requires the ability to occasionally lift or move materials or equipment of 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