



# COMMUNICATIONS ADMINISTRATIVE SPECIALIST

## Library 21c

40 hours per week, non-exempt | Position #400000107

Open to all qualified current staff and external applicants

**Date Posted:** January 14, 2026

**Location:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920

**Starting Wage:** \$18.40 per hour - \$22.74 per hour + full benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 40 hours per week per the following schedule:

**Monday – Friday : 8 a.m. – 5 p.m.**  
**Evenings and weekends as required.**

*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](http://ppld.org/Jobs) at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
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](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until January 28, 2026, at 9:59 p.m. MST.

**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 expression, 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.

## **COMMUNICATIONS ADMINISTRATIVE SPECIALIST (contd.)**

### **Position Summary**

This position operates in a diverse environment to help fulfill the Library's mission by providing administrative and clerical support to their department and department leader. The Administrative Specialist serves as a primary point of contact for internal and external communication, maintains records and schedules, coordinates meetings and reports, and ensures efficient day-to-day office operations.

### **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 a full range of administrative duties including telephone and email communications to both external and internal clients and vendors, scheduling, document preparation, and overall office maintenance for the Chief Communications & Marketing Officer (CCMO).
- Maintains calendars and schedules, records meeting minutes, and assists in developing and maintaining monthly and annual reports such as board reports, strategic plan reports, and weekly updates for Communications department.
- Serves as first point of contact for the CCMO, maintains e-mail, calendar, screens visitors; makes meeting room reservations, and, in appropriate situations, responds to public, employees, or community leader inquiries. Is a courteous and welcoming point of contact.
- Prepares letters, memos, reports, purchase requests, and other documents for signature.
- Serves as the backup to the Communications Generalist for the department's financial transactions.
- Maintains confidentiality regarding leadership and organizational information.
- Assists in procurement life-cycle process; tracks inventory, asset management, generates purchase order requisitions, coordinates financial reporting with Finance to ensure accuracy, receives goods and services, and is responsible for timely invoice payment.
- Assists in the budgeting process and monitoring department budget to ensure accuracy and funding availability.
- Conducts research in support of CCMO's projects and Communications department initiatives, as needed.
- Compiles data and prepares reports, as assigned.
- Assists in the development and maintenance of department policies and procedures.
- Routes incoming mail and performs miscellaneous clerical duties; maintains paper and electronic file systems for CCM documents.
- Coordinates travel, invoicing, reimbursements, and mileage reports.
- Participates in special projects and events as needed.

### **Additional Duties and Responsibilities**

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

- Stays informed about Library operations, policies and procedures, activities, and initiatives.
- Provides back-up support to the Communications Generalist as needed.
- Attends regular department and all-staff meetings.

## **COMMUNICATIONS ADMINISTRATIVE SPECIALIST (contd.)**

- May participate on Library District teams.
- Provides assistance with occasional internal events, including information packet preparation, compilation of RSVPs, purchase of refreshments and supplies, and registration or information duties.
- 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 Pikes Peak Library District (PPLD) policies and procedures.
- Ability to act as an ambassador of PPLD by promoting its mission and vision to the public.
- Demonstrates detailed knowledge of organizational objectives and priorities.
- Possesses strong verbal and written communication skills, including accurate data entry, proofreading, and editing.
- Demonstrates ability to use Microsoft 365 applications including Word, Excel, Teams, SharePoint, and Outlook, specialized library software, and standard office equipment.
- Ability to work effectively as part of a team, organize daily tasks, and meet deadlines in a fast-paced environment.
- Ability to maintain effective relationships with vendors, contractors, patrons, coworkers, and employees at all levels.
- Consistent on-time attendance, professionalism, and sound judgment in interactions.

### **Education and Experience:**

- Associate's degree required; bachelor's degree preferred.
- Minimum of two years of related clerical or administrative experience.
- Marketing, communications, or library experience is a plus.
- Requires access to reliable transportation to travel among locations.

### **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 equipment weighing 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 workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

## **COMMUNICATIONS ADMINISTRATIVE SPECIALIST (contd.)**

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

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

### **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.
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