

# DATA ANALYST

## Library 21c

40 hours per week, exempt

Open to all qualified current staff and external applicants.

**Date Posted:** September 11, 2025

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

**Starting Wage:** \$25.48 per hour - \$31.19 per hour +partial 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.**

**May have occasional shifts or meetings at any PPLD Library  
Evenings and weekends may be required for events**

*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/careers](http://ppld.org/careers) 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 October 01, 2025, at 9:59 p.m. MDT.

**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.

## **DATA ANALYST (contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission and strategic goals by providing data and evaluation as well as training related to those topics.

### **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.*

- Creates and leads data and evaluation projects, including designing and conducting evaluations.
- Develops data collection methodologies and systems to gather accurate and reliable metrics; collects, analyzes, and makes recommendations using quantitative and qualitative data from various sources, including internal reporting, Library databases, governmental and demographic information, and more.
- Collaborates with cross-functional teams to understand program and service goals and data requirements, translating questions and problems into structured analyses, aligning metrics with organization objectives; works with others to develop proposals and recommendations, as well as expected impact, benefits, tradeoffs, and ways to monitor effectiveness.
- Works on the creation and maintenance of data dashboards and databases.
- Analyzes collected data and existing policies, procedures, methods, practices, and explores possible alternatives/solutions and the feasibility of recommended changes.
- Collects, models, analyzes, and interprets large amounts of data with attention to detail, reporting and presenting conclusions in narrative, tabular, and graphic forms.
- Designs and provides training on data and evaluation, helping others understand how to leverage data for process improvement and serving as an ambassador for the department.
- Understands the many different lines of service at the Library; shadows or works on public service desks as needed to build that knowledge.
- Employs creativity and critical thinking in problem-solving and achieving strategic goals.

### **Additional Duties and Responsibilities**

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

- Thorough knowledge of Pikes Peak Library District's policies and procedures and ability to follow them.
- Demonstrates advanced knowledge of data and evaluation, library services, and best practices.
- Demonstrates aptitude for learning and training.
- Ability to present about data and evaluation.
- Ability to exhibit leadership and professional demeanor in all situations.
- Ability to supervise, plan, and coordinate projects in order to accomplish Library goals and objectives.
- Demonstrates command of analytical tools.
- May also need to know or learn various programming languages.
- Demonstrates excellent public speaking and presentation skills.

## **DATA ANALYST (contd.)**

- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, as well as with colleagues throughout the organization.
- Ability to effectively use applications software, including Microsoft 365, SharePoint, Word, Excel, Power BI, 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.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to implement them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates ability to exhibit professional judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Demonstrates knowledge of current library services and trends.
- Ability to work independently and effectively organize daily work under general supervision.
- Knowledge of basic computer technology and applications and ability to effectively train others.
- Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with patrons, coworkers, and with staff at all levels.
- Demonstrates ability to effectively use applications software, including Microsoft 365, SharePoint, Word, Excel, Power BI, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to learn and use a variety of standard library office equipment.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Education and Experience:**

- Requires a bachelor's degree; master's degree preferred; studies in data, evaluation, math, public administration, and related fields preferred.
- Requires a minimum of two years of library or other applicable experience.
- Experience with data and evaluation and applicable software or programming languages preferred.
- Bilingual ability is a plus in serving a diverse community.
- Must have a valid driver's license or access to reliable transportation to travel among locations.

## **DATA ANALYST (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 stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift 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.

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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