



# DIRECTOR OF INFORMATION TECHNOLOGY

## Library 21c

40 hours per week, exempt

Open to all qualified current staff and external applicants

**Date Posted:** June 13, 2025

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

**Starting Wage:** \$39.95 per hour - \$50.34 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 June 30, 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.

## **DIRECTOR OF INFORMATION TECHNOLOGY (contd.)**

### **Position Summary**

Under the general direction of the Chief Information Technology Officer (CITO), operates in a diverse environment to help fulfill the Library's mission by managing employees and directing daily Information Technology 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.*

- Provides leadership, management, training, and workflow direction for the IT Department. Hires, supervises, coaches, and monitors the development of department employees; prepares performance appraisals with direct reports as scheduled.
- Leads IT staff operations (including outside vendors, business partners, or consultants as needed) to deliver day-to-day IT services (includes hardware and software preventive maintenance, operation & maintenance, installation, etc.).
- Oversees all reports and documentation related to IT operations.
- Develops, implements, and maintains documentation for IT policies, procedures, standards, and processes in coordination with organization stakeholders. Works with the CITO to administer and maintain policy and profile configurations for public and private IT users.
- Oversees end-point assets and responsible for IT system lifecycle including prioritizing system acquisition, implementation, retirement, and replacement; sets priorities for the design, maintenance, development, and evaluation of systems; conducts feasibility studies for upgrade projects, improvements, and conversions.
- Assists the CITO in the analysis, design, recommendation, and implementation of strategic plans for integrating technology products to ensure the IT systems meet current and future requirements.
- Conducts research and makes recommendations on system design, procurement, installation, maintenance, products, services, protocols, and standards supporting development and procurement of IT systems.
- Manages operational costs, provides input for annual budget, and recommends investment plans for IT. Assists in the preparation of Requests for Proposals. Reviews bids for conformity to RFP requirements and provides recommendation for contract award.
- Designs, reviews, and ensures infrastructure system cybersecurity.
- Schedules Help Desk staff to create optimal response times; analyzes workload statistics to determine staffing requirements.
- Leverages IT infrastructure architecture principles to design and implement scalable, secure, and resilient enterprise systems that meet current operational needs and support emerging technologies and evolving system requirements.
- May serve as CITO in absence of the CITO.
- Performs other duties as assigned.

### **Additional Duties and Responsibilities**

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

- Participates in special projects as assigned.
- Participates on Library District teams as assigned.

## **DIRECTOR OF INFORMATION TECHNOLOGY (contd.)**

- Maintains awareness of the Public Services budget allocated to projects or initiatives.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs needs analysis, project planning, scheduling of resources, and analyze industry trends.
- Effectively communicates with IT users, vendors, and staff at all levels, verbally and in writing.

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

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

- Knowledge of voice, networking, server and database services (includes understanding of the associated hardware, software, and peripherals providing services), helpdesk, pc and peripheral knowledge.
- Able to understand and implement cybersecurity principles for PPLD IT infrastructure.
- Proactively identifies system problems and recommends solutions.
- Able to act as an ambassador of PPLD by promoting its mission and vision.
- Knowledge of IT operational processes and IT service management principles.
- Demonstrate knowledge of system administration and software development to work in coordination with the IT architecture enterprise to support computing needs and requirements.
- Able to learn and use PPLD's Enterprise Resource Planning tool for Finance and Human Resources related activities.
- Able to understand budgeting processes and procedures.
- Excellent verbal and written communications skills.
- Strong problem solving and communication skills required.
- Advanced ability to use Microsoft 365 applications including Word, Excel, Outlook, Teams, SharePoint, Smartsheets, and Project, along with standard office equipment.
- Able to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to build and maintain effective relationships within the department, other Library departments, employees at all levels, and outside partners.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Education and Experience:**

- Requires a bachelor's degree in information technology or related field, which can be substituted by four years of relevant professional experience.
- Requires a minimum of three years of experience supervising staff.
- Following certifications are preferred: A+, Network+, Security +, Information Technology Infrastructure Foundation (ITIL(v4), Certified Associate in Project Management (CAPM), Cisco Certified Network Associate (CCNA).
- Requires a valid driver's license or the ability to obtain one upon employment.

## **DIRECTOR OF INFORMATION TECHNOLOGY (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 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 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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