



IT SERVER & CLOUD ADMINISTRATOR

Library 21c

40 hours per week, exempt | Position #400000410

Open to all qualified current staff and external applicants

Date Posted: October 29, 2025

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

Starting Wage: \$35.23 per hour - \$44.39 per hour + full benefits
(for benefits information, please see ppld.org/careers/benefits)

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

Monday – Friday : 8 a.m. – 5 p.m.

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 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

Closing Date: This position is open until November 12, 2025, 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.

IT SERVER & CLOUD ADMINISTRATOR (contd.)

Position Summary

Operates in a diverse environment to help support the Library's mission by implementing, maintaining, and troubleshooting the server infrastructure and associated processes.

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.

- Administers physical, virtual, and cloud server infrastructure across multiple locations, including design, deployment and maintenance of physical storage, SAN storage, SSL certificates, and Active Directory.
- Administers Exchange Online.
- Administers end point management systems, including imaging, configuration inventory, patching, Active Directory, Group Policy, and MDM configuration and policy as related to the fleet of computers used by the District.
- Administers backup infrastructure and verifies backup integrity.
- Administers patron time and print management services.
- Monitors systems and responds to incidents to ensure confidentiality, integrity, and high availability.
- Collaborates with system engineers and/or architects for upgrades to operating systems, hardware, software, or other components.
- Collaborates with vendors, consultants, and library employees to implement and maintain new technologies; provides work direction and assistance to employees and vendors.
- Collaborates with the IT Team to resolve trouble tickets and mitigate end-user issues.
- Maintains confidentiality regarding any network configurations, passwords, or any other security or proprietary information.
- Secures servers from viruses and other security-related attacks; applies appropriate security patches as necessary.
- Researches new technologies, features, and strategies; recommends possible products to accomplish PPLD goals and objectives.
- Assists the Director of IT with analysis, specifications and deployment of new devices, applications, and technologies.
- Provides consultation and collaboration to IT team.
- Serves as quality assurance evaluator for overseeing contractor support and determines acceptance of contractor deliverables. Develops the documents necessary for conducting server operations and maintenance (O&M) for the Director of IT (i.e., checklists, standard operating procedures, etc.).
- Assists in the development of the training curriculum and conducts training as appropriate.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Assists in developing and maintaining disaster recovery strategies for priority applications, devices and services.

IT SERVER & CLOUD ADMINISTRATOR (contd.)

- Keeps informed about Library and department information.
- Maintains confidentiality and discretion in all customer and employee interactions.
- Maintains confidentiality regarding any network configurations, server configurations, passwords, or any other security or proprietary information. Participates in special projects as assigned.
- 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:

- Demonstrates advanced knowledge of server virtualization, backup infrastructure and best practices, Microsoft Windows Server, and Linux.
- 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 knowledge of industry standards.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; think and act appropriately under pressure.
- Demonstrates ability to respond with patience and professionalism to requests for assistance from computer users of varying knowledge levels.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with employees at all levels, customers, and vendors.
- Ability to effectively use desktop applications, including Microsoft Office Suite 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.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires an associate's degree in computer science, programming, information systems or a related field, or the equivalent combination of education, training or experience.
- Requires a minimum of five years of computer server configuration and maintenance experience.
- Must have 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 conditioning. 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.

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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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