



# TECHNICAL SUPPORT ANALYST

## Library 21c

40 hours per week, non-exempt

Open to all qualified current staff and external applicants

**Date Posted:** September 03, 2024

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

**Starting Wage:** \$22.83 per hour - \$30.23+ full benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 40 hours per week.

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](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. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
3. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
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 September 19, 2024, 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.

## **TECHNICAL SUPPORT ANALYST (contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission by maintaining technology resources in both voice and computer systems to enable the efficient use, transfer, storage, and retrieval of electronic data.

### **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.*

- Guides staff through remote diagnosis and repair of general computer and communications issues.
- Maintains confidentiality in all customer and staff interactions.
- Maintains confidentiality regarding network configurations, passwords, or other security or proprietary PPLD information.
- Provides triage for support calls and/or refers calls to appropriate IT staff as necessary.
- Utilizes online issues support database, enters tickets, directs tickets to appropriate staff, and follows assigned tickets through process completion.
- Performs routine preventive maintenance on peripherals; executes jobsite-specific replacement of hardware and software as required.
- Constructs and deploys complete software and hardware builds tailored to specific client needs.
- Receives, assembles, and performs initial diagnostics on all new equipment; performs software and security updates.
- Coordinates with vendors for installations and repairs when needed; works with vendors to obtain price quotes for computer related equipment and software.
- Manages computer hardware and software inventory; maintains records of equipment and software configurations.
- Organizes and monitors systems equipment storeroom.

### **Additional Duties and Responsibilities**

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

- Provides technical assistance and project expertise for IT projects as assigned.
- Maintenance and installation of AV systems District wide.
- Shares on-call responsibility with other IT staff.
- Keeps informed about Library and department 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**

## **TECHNICAL SUPPORT ANALYST (contd.)**

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

- 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 computer support and repair, including on-site and telephone Help Desk support.
- Demonstrates skills in the construction and deployment of complete system builds tailored to specific client needs.
- Demonstrates general knowledge of Integrated Library Systems (ILS), telecommunications, and server operating systems.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates ability to explain technical concepts to non-technical computer users.
- 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 staff at all levels, customers, and vendors.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, 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.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions

### **Education and Experience:**

1. Requires minimum high school diploma or G.E.D.; two years of college coursework preferred.
2. Preferred certification in one or more of the following: A+, Network+, Security+.
3. Project management experience and familiarity with IT terminology preferred.
4. Requires a valid Colorado driver's license.

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

## **TECHNICAL SUPPORT ANALYST (contd.)**

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.

### **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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