



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

WEBSITE ADMINISTRATOR LIBRARY 21c

(40 hours per week, exempt)

Position #240854002

DATE POSTED: September 30, 2022

PRIMARY LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

STARTING WAGE: **\$27.70** per hour – 34.60 per hour+ full benefits (for benefits information, please see: <http://ppld.org/jobs/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 on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires 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

CLOSING DATE: Open until filled. Preference will be given to applications received by **October 30, 2022** at 9:59 p.m. MDT.

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.

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 orientation, genetic information, 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.

WEBSITE ADMINISTRATOR (Contd...)

Position Summary: Support the mission of Pikes Peak Library District under the supervision of the Chief Communications Officer by managing the day-to-day maintenance and administration of the Library's external and internal web presence (ppld.org and intranet) to ensure functionality, accessibility, usability, and brand consistency.

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.

- Perform day-to-day administration and maintenance of websites to ensure functionality, accessibility, and usability.
- Coordinate, monitor, update, test, and implement changes to websites including navigation, forms, and other features and elements; monitor logs and status reports.
- Test and implement module, core, and security updates in Drupal.
- Align websites with organizational goals and strategies, along with PPLD brand identity and standards.
- Support staff and vendors with requests and questions; respond to inquiries, as well as help troubleshoot and resolve website performance and other related issues in timely manner.
- Handle website design and content updates.
- Coordinate and communicate with website-related vendors as needed.
- Support projects related to major website updates, overhauls, and redesigns, as well as new website sections, website research and studies, and other web-related matters.
- Monitor, report, and make recommendations for website improvements based upon site data, heat mapping, and other collected information.
- Provide day-to-day administration of website hosting, including registration, communication, purchases, and recommendations.
- Coordinate staff website committee with Chief Communications Officer, including but not limited to meetings, agendas, and tasks.
- Continuously audit existing content and site data; remove duplicate information, track data at least monthly, and make recommendations for continued improvement.
- Support development and execution of strategic communication plans and department's annual budget.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keep informed about Library and department information, as well as stay current on industry trends and evaluate other websites to consider improvements.
- Update Mobile Library Services' Google Map on monthly basis.
- Coordinate web-related budget; submit invoices for service providers and consultants.
- Support ILS Administrator with updates to online Catalog, along with other Communications department efforts, such as new initiatives, campaigns, and public events.
- Serve on District-wide teams and committees that involve websites and related policies.
- Pursue professional development and educational opportunities via participation in community and professional organizations.

WEBSITE ADMINISTRATOR (Contd...)

- Maintain confidentiality regarding any customer and staff interaction, web-related network configurations, passwords, or other security or proprietary information.
- Participate in special projects as assigned.
- Attend regular department meetings and scheduled all-staff meetings.
- Perform other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Thorough knowledge of PPLD's policies and procedures, with ability to follow them and communicate them to stakeholders.
- Ability to act as an ambassador of PPLD promoting its mission and vision.
- Advanced skills with HTML and CSS, Drupal (content management system), and other web-related tools and technology for day-to-day website administration.
- Knowledge, understanding, and implementation of website industry best practices and standards, including website accessibility plans and responsive design.
- Working knowledge of Photoshop, as well as website design and user experience (UX) best practices.
- Experience with version control system, such as Git.
- Knowledge and basic understanding of front- and back-end website development, including programming languages.
- Knowledge and basic understanding of SharePoint.
- Basic understanding of brand and marketing, along with digital content and search engine optimization (SEO) best practices.
- Known for attention to detail, along with time and project management skills.
- Ability to investigate and analyze situations and data and then present appropriate resolutions and recommendations.
- Exhibits leadership, sound judgment, and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Ability to be attentive and active listener who's respectful and comfortable working with people of various backgrounds, perspectives, cultures, and technology knowledge and experience levels.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with staff at all levels, customers, and vendors.
- Must be responsive, adaptable, and supportive team player who values customer service and can meet deadlines in fast-paced and detail-rich environment.
- Ability to work flexible schedule, including some early mornings, evenings, and/or weekend hours when necessary.

Education and Experience:

1. Requires minimum of 3 years of experience in website maintenance, administration, and/or design.
2. Requires Associate's degree in website management or design, computer science, or related field, with Bachelor's degree preferred; education can be substituted by minimum of 5 years of professional experience.
3. Requires at least 1 year of experience with Drupal.
4. Experience with Integrated Library System is preferred.

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 time periods. 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. (Accommodations may be possible.)

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.