



# AV ANALYST & PHOTOGRAPHER

## Library 21c

20 hours per week, non-exempt | Position # 201254001

Open to all qualified current staff and external applicants.

**Date Posted:** August 02, 2024

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

**Starting Wage:** \$21.30 - \$28.25 per hour+ partial benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 20 hours per week – 4 hours per day

*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 August 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.

## **AV ANALYST & PHOTOGRAPHER (contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission by providing support services to enable end users, both patrons and staff, to succeed in using technology products and services.

### **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.*

- Responsible for installing and servicing audio, video, and control systems for conference rooms, meeting rooms, and large venues.
- Attention to detail, superior problem-solving skills, detailed job documentation, and excellent customer service.
- Recommend and design audio/visual (A/V) capabilities throughout the Library District to standardize 15 locations.
- Develop cross-training programs to ensure that all members of the Communications video team are familiar with operating A/V equipment.
- Develop training programs that ensure that library employees in all relevant locations are proficient in operating A/V equipment and all related technology, to include lighting and sound equipment.
- Provide basic tech support for the Library District, including oversight, diagnosis, troubleshooting, and maintenance of all A/V technology.
- Assist with basic mechanical fabrication and basic rack wiring.
- Coordination with location manager when on-site troubleshooting is not successful and vendor repairs are necessary. Maintain constant communication until equipment is functional.
- Develop, implement, document, and maintain effective A/V technology maintenance policies, procedures, and programs. This will include preventative maintenance on all lighting, sound, computer, wireless, structured cable, video display boards, and other facility A/V equipment.
- Administer budget and inventories of supplies, spare parts, shop tools, and equipment.
- Recommends measures for continuous improvement of methods, performance, and quality of product or service performance delivered and suggests changes to increase efficiency.
- Works in collaboration with IT team members to ensure standard practices and procedures are demonstrated.

### **Additional Duties and Responsibilities**

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

- Serves as back-up for staff video director/photographer at PPLD events and activities, as needed when schedule permits.
- Stays informed of Library policies, practices, and information.
- Attends regular department meetings and scheduled All-staff meetings.

## **AV ANALYST & PHOTOGRAPHER (contd.)**

- Performs other job-related duties as assigned.

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

*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.
- Knowledge of basic signal flow for audio, video, and control.
- Ability to manage small to medium projects.
- Demonstrates knowledge of Microsoft Office products, business applications, server operating systems, and mobile device applications.
- Ability to use hand and power tools in a safe and efficient manner.
- Ability to exhibit leadership, sound judgement, and professional demeanor in all situations; think and act appropriately under pressure.
- Ability to plan and coordinate the A/V system in order to accomplish library goals and objectives.
- Demonstrates ability to respond with patience and professionalism to requests for assistance from A/V 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, and Outlook, along with stand office equipment.
- Ability to work effectively as a team member, organize daily work, and meet deadlines in a fast-paced, detail-rich environment.

### **Education and Experience:**

1. Requires an Associate's degree in A/V technology or a related field or the equivalent combination of education, training, or experience.
2. Requires a minimum of two years of A/V installation and maintenance experience. Four years of related experience is preferred.
3. InfoComm Certified Technology Specialist Certification preferred.
4. Requires a valid driver's license and access to reliable transportation.

### **Physical and Environmental Conditions:**

Position requires the ability to lift and/or move up to 60 pounds, to climb ladders up to 20 feet tall, and to work in small spaces and on uneven surfaces. The position is frequently required to talk or hear. The position requires the ability to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

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.

## **AV ANALYST & PHOTOGRAPHER (contd.)**

### **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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