

RARE MATERIALS CATALOGING LIBRARIAN

REGIONAL HISTORY & GENEALOGY

Position #211130001

Penrose Library | Exempt
40 hours per week | Full time

Date Posted	March 22, 2024
Location	20 N Cascade Ave., Colorado Springs, CO 80903
Starting Wage	\$ 22.83 per hour + full benefits (for benefits information, please see: http://ppld.org/jobs/benefits)
Position Hours	40 hours per week Monday – Friday : 8 a.m. – 5 p.m. Evenings and weekends as required.

Note: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Procedure for application:

1. Complete a PPLD online application located at ppld.org/careers on 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 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, x6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until **April 22, 2024, at 9:59 p.m. MDT.**

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by making published Regional History and Genealogy resources accessible to patrons through accurate catalog records and the creation of Library cataloging standards.

Essential Functions:

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs original and complex copy cataloging for a variety of formats according to established national and local guidelines and standards; primary emphasis includes rare books, maps, archives, microfilm, and government information materials.
- Catalogs special collections materials in OCLC Connexion and Integrated Library System using current cataloging standards.
- Searches on-line databases for bibliographic records; verifies and edits the existing bibliographic data to match the item in hand.
- Verifies and assigns Dewey classification numbers.
- Responsible for the online catalog by editing, deleting, and merging bibliographic records; applies independent judgment in reviewing records.
- Responsible for the cataloging workflow to ensure deadlines are met and minimize turnaround time.
- Documents and updates RH&G cataloging procedures.
- Provides leadership for specialized projects, services, programs, and activities related to services, strategic goals, and objectives; serves on project teams or committees.
- Provides work direction for assigned projects; provides guidance and training to other staff.
- Compiles and analyzes data and research to assist with decision-making; makes recommendations for new initiatives or solutions to challenges.
- Provides expertise and direction for collection management and maintenance.
- Ensures proper care, handling, and rehousing of both stored and displayed materials.
- Identify conservation and preservation concerns and perform basic and complex conservation.
- Provides specialized subject matter expertise for internal and external customers regarding special collections.
- Provides excellent customer service at the Regional History & Genealogy service desks, by phone, or through electronic delivery.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- May coordinate and engage in community outreach and programming with schools, businesses, or other community groups to expand visibility and partnerships with the library and community in conjunction with Pikes Peak Library District's communications and marketing initiatives.
- Remains current with existing and emerging cataloging policies, practices, standards, schema, and procedures.
- Assists in budgeting and annual planning process.
- Promotes library services through tours, demonstrations, talks, and displays; may teach classes on technology, or other service specific topics to patrons and staff.
- May act as person-in-charge as assigned; assumes responsibility for safe and effective operation of the library; ensures that security and safety reports are completed accurately and submitted as required.
- Participate in regional and professional library, archival, or history organizations.
- Keeps informed about Library and department information.

- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Thorough knowledge of Descriptive Cataloging for Rare Materials (DCRM), MARC 21 Resource Description and Access (RDA), Anglo-American Cataloging Rules 2, and Library of Congress classification and subject headings.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates thorough knowledge of library trends, processes and best practices related to rare books and materials. Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with patrons, coworkers, and with staff at all levels.
- Demonstrates commitment to principles of intellectual freedom and all aspects of customer diversity.
- Ability to work independently and effectively organize daily work under general supervision.
- Ability to effectively train others.
- Ability to work as part of a team, exercise professionalism and good judgement in interpersonal interactions and demonstrating an excellent customer service attitude.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, Integrated Library System, along with standard office equipment.
- Demonstrates ability to organize daily work and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires an MLS or MLIS degree.
2. Requires a minimum of two years of professional cataloging experience with one year of original cataloging.
3. Experience working with foreign language materials is preferred.
4. Bilingual ability is a plus in serving a diverse community.

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 up to 35 pounds. Position requires the ability to push a loaded book truck.

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.

This position is eligible for telecommuting of up to 50% 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.