

## **TEEN SERVICES OUTREACH LIBRARIAN EAST LIBRARY- ADULT SERVICES**

(Full-time, Exempt)

**Position # 300520402**

**DATE POSTED:** September 8, 2016

**LOCATION:** 5550 N. Union Boulevard, Colorado Springs, CO 80918

**STARTING SALARY:** \$22.00 - \$25.59 per hour DOE\* + full benefits  
(\*beginning wage will be commensurate with related experience and education)

**POSITION HOURS:** 40 hours per week per the following rotating schedule:

**Monday, Wednesday, Thursday, Friday 9 a.m. – 6 p.m.**  
**Tuesday Noon – 9 p.m.**  
**Every 3<sup>rd</sup> Saturday**  
**9 Sundays per year**

**Note:** Schedule will also include Sunday hours about 9 Sundays per year. 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.

### **PROCEDURE FOR APPLIATION:**

1. Complete a PPLD online application located at [ppld.org](http://ppld.org) on the JOBS/VOLUNTEERS tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800, Ext. 6998.
4. Application must include required essay; applications that do not include essay will not be considered.

**CLOSING DATE:** Position open until filled, however preference given to applications received by **September 25, 2016 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, in accordance with Colorado law

**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, 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.

## **Teen Services Outreach Librarian (Continued)**

**BROAD SCOPE OF POSITION:** It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position serves as the outreach librarian making connections with area middle and high school students and teachers. The Teen Services Outreach Librarian will support a variety of teen programs, coordinate staff for Booktalks, and resource classes, and assist the Teen Summer Reading program. This position operates in a diverse environment to help fulfill PPLD's mission by providing reference service to the public using a comprehensive knowledge of Library Science, PPLD collections, electronic databases, current technologies, and community resources.

### **ESSENTIAL FUNCTIONS:**

- Works on the public service desks 15-18 hours per week providing reference service to walk-ins, over the phone, via email and instant messaging
- Assists and instructs patrons through material and on-line searches, computer software applications, reference/in-depth research, community referrals, and outside sources/collections
- Provides in-depth assistance and information about the library's services and procedures
- Searches a variety of reference resources
- Provides readers' advisory services
- Supports an active Teen Services program for the District; with management's direction and support, assists the Teen Coordinator with ongoing service programs based on determined needs, advocates the importance of the value of teen library services
- In conjunction with the Teen Coordinator, serves as the middle and high school liaison for outreach activities (i.e. book talks, local school visits, library tours and instruction, Readers Advisory for Teens, etc)
- Serves in active roles on the Teen Team and Teen Advisory Group (TAG)
- May participate in community and state groups that advocate for teens
- Maintains confidentiality in all patron and staff interactions
- Assess patron needs and provide pertinent materials in an organized fashion (including bibliographies, fact sheets, pathfinders, etc.)
- Serves as "person in charge" in the absence of the Adult Services Manager
- May teach computer classes and/or database instruction classes to the public and/or PPLD staff
- Performs other related duties and projects as assigned

### **MINIMUM QUALIFICATIONS:**

- **Requires** Master's Degree in Library Science (MLS) or a Master's degree in Library and Information Science (MLIS).
- Prefer a candidate with a minimum of one year of professional reference experience working in a busy public library environment. SIRSI experience is a plus!
- Advanced-level proficiency in using MS Office software is required.
- Ability to communicate well verbally and in writing with patrons and staff, and to maintain effective working relationships, both within and outside the organization.
- Interpersonal communication skills necessary to understand, interpret and paraphrase questions.
- Ability to represent the library with tact and courtesy and to exhibit sound professional judgment and demeanor in all public interactions.
- Ability to foster teamwork, demonstrating a willingness to assist and support coworkers, to encourage others to contribute ideas, and to maintain flexibility.
- Ability to establish rapport with firms, organizations, and the business faculty of area educational institutions to assess local business information needs.

### **Teen Services Outreach Librarian (Continued)**

- Excellent communication skills, the ability to work in a team environment, a “whatever it takes” work ethic, and an excellent customer service attitude. Bilingual ability is a plus in serving our diverse community.

**Requires** an essay response. In order to be considered as a qualified applicant for this position, you must write and submit a typed and double-spaced essay (250-300 words), in response to the following question:

*Why should Pikes Peak Library District offer outreach services to teens? In your response, please include your experiences working with teens.*

Applications that are submitted without the above requested essay will not be considered for this position. Include your essay as an attachment with your other PPLD job application materials.