

## **MAKERSPACE BUSINESS LIBRARIAN**

### **Library 21c (Full time, Exempt)**

**Position # 300520803**

**DATE POSTED:** April 5, 2017

**LOCATION:** 1175 Chapel Hills Drive, Colorado Springs, CO 80920

**STARTING WAGE:** \$22.83 per hour + full benefits (for benefits information, please see:  
<http://ppld.org/jobs/benefits>)  
(\*Starting wage will be commensurate with experience and education.)

**POSITION HOURS:** 40 hours per week:

**Mon** 12 p.m. – 9 p.m.  
**Tues – Fri** 9 a.m. – 6 p.m.  
**Every 3<sup>rd</sup> Saturday** 9 a.m. – 6 p.m. (with a day off during the week)  
**9 Sundays per year** 12:30 p.m. – 5 p.m. (with 4.5 hours off during the week)

**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.

#### **PROCEDURE FOR APPLICATION:**

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) on the Application tab
2. Requires a Cover Letter that addresses applicant's fit for the position and programming experience.
3. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800, Ext. 6994.

**CLOSING DATE:** This position will remain open until filled; preference given to applications received by April 26, 2017 by 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). PPLD 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.

**POSITION SUMMARY:** Seeking a librarian who has the ability to look at new technology and make the connection to how it can benefit entrepreneurs, who is passionate about taking that connection and using it to develop programs and classes to inspire innovation and economic development in our community to join the Creative Computer Commons. This position requires flexibility, collaboration, communication, and the ability to identify priorities and shift focus quickly. In order to help fulfill PPLD's mission, we are seeking a professional with a positive attitude, excellent interpersonal skills, and a sense of humor while working in an environment rich with diversity. We're looking for an intrepid librarian who enjoys working with people.

**ESSENTIAL FUNCTIONS:**

- Gauges community interest and need, and provides relevant and meaningful services and programs specifically those of a business and entrepreneurial focus
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Teaches business classes and programs for the public, as well as programs highlighting the entrepreneurial connection with the makerspaces; also may offer occasional makerspace programming
- Engages outside instructors to increase program possibilities
- Acts as a mentor by connecting patrons with information, tools, and resources to pursue their passions and succeed in their entrepreneurial and maker endeavors
- Collaborates with the Penrose Library business librarian
- Maintains knowledge of business databases and developments, with a focus on entrepreneurship, to keep library instruction on pace with emerging trends
- Engages with community groups to promote the library, business, and maker services
- Provides library tours and presentations on library services
- Works on the public service desks providing customer service, which can include electronic reference
- Maintains confidentiality in all patron and staff interactions
- Assists and instructs patrons on library resources
- Assists patrons in the makerspaces with a variety of machinery, including 3D printers, laser cutter, CNC machine, sewing and embroidery machines, etc.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Serves as "person in charge" in the absence of the Creative Computer Commons Manager by assuming a leadership role to address emergency situations, safety issues, and patron feedback
- Demonstrates flexibility to change direction/priorities based on community need and library goals
- Provides input on policy and procedure as needed
- Coordinates efforts with applicable departments and other staff in Library 21c and the District
- Performs other job-related duties and projects as assigned

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest (i.e., coursework, training, professional experience) in business.
- Prefer a candidate with a minimum of one year of MLS experience working SIRSI experience is a plus!
- Excellent communication skills, demonstrates a "whatever-it-takes" work ethic, is a team-player, who models an excellent customer service attitude. Bilingual ability is a plus.

**Requires** a cover letter that addresses applicant's fit for the position and past programming experience.

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

**Requires** a valid Colorado driver's license (or ability to obtain one) for required driving to various programs/ presentations; Requires use of a personal vehicle to travel to library programs being conducted at off-site locations; **requires** ability to occasionally lift up to 30 pounds in order to carry and transport materials to and from different community libraries or other off-site locations as necessary