

Programming & Makerspace Librarian Sand Creek Library

(Full-time, exempt)

Position # 300541001

DATE: February 6, 2017

LOCATION: 1821 S. Academy Blvd, Colorado Springs, CO 80916

STARTING SALARY: **\$22.83**, full benefits (For details about benefits, see:
<http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week

Flexible scheduling based on programming and library requirements. Regular evening and weekend shifts will be required.

Monthly Staff Meetings – 2nd or 3rd Friday, 8am to 9:30am

May have occasional shifts at the Fountain Library (230 S. Main St, Fountain, CO 80817)

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 on the Application tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. A Cover Letter addressing why you would be a good fit for this position is required.
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 **February 26, 2017** by 9:59 p.m. MST

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

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.

EOE

Programming and Makerspace Librarian (continued)

POSITION SUMMARY: PPLD is seeking a librarian who passionately embraces technology, science, and art. This librarian has the ability to inspire imagination, draw out potential, and create a gathering place for the community at the Sand Creek Library branch. 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 want a professional with a positive attitude, excellent interpersonal skills, and a sense of humor while working in an environment rich with diversity. We are searching for a bold individual who enjoys people.

ESSENTIAL FUNCTIONS:

- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents of Southeast Colorado Springs, Fountain and El Paso County.
- Develops programs that are responsive to community needs while sparking interest, curiosity, and fun, inspiring patrons to embrace their interests and ignite their creativity.
- Plans programs for children, teens, adults, and intergenerational audiences that could be presented in or outside PPLD.
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Serves as "person in charge" in the absence of the Library Manager or Library Supervisor by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Seeks out and engages with community groups to promote the library and maker services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Works on the public service desks providing customer service, which can include electronic reference.
- Oversees the Sand Creek Makerspace and Recording Studio. Provides and schedules instruction and programming, coordinates efforts with other staff and departments. Maintains equipment and software for both the Makerspace and Recording Studio.
- Works with the Library Manager to oversee the Makerspace and Programming budgets for Sand Creek. Supports staff with purchasing and makes recommendations for service and equipment improvements in the Makerspace and Recording Studio.
- Assists patrons in the Recording Studio, coordinates scheduling and instruction. Is familiar with or can easily become familiar with recording software and the process of the recording and sound/video capture.
- Assists and instructs patrons on library resources.
- Assists patrons in the Makerspace with a variety of machinery, including 3D printers, laser cutter, a kiln, sewing and embroidery machines, etc.
- Maintains confidentiality in all patron and staff interactions
- Assists with the District-wide maker programming kits, providing training to staff from different locations and departments.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on the public or circulation desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Demonstrates flexibility to change direction/priorities based on community need
- Provides input on policy and procedure as needed
- Performs other job-related duties and projects as assigned

Programming and Makerspace Librarian (continued)

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest in makerspaces.
- Prefer a candidate with a minimum of one year of MLS/MLIS experience; previous experience in instruction, programs with emerging technology a plus.
- Has the ability to listen to and engage their community, to draw out needs and interests. Finds joy in serving the public.
- SIRSI experience is a plus!
- Excellent communication skills, demonstrates a "whatever-it-takes" work ethic, and models an excellent customer service attitude.
- Bilingual in English and Spanish is a plus in serving our diverse community.

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.