



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

CHILDREN'S ASSISTANT LIBRARY 21c

(15 hours per week, non-exempt)

Position # 110231601

DATE POSTED: August 5, 2019

LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

STARTING WAGE: \$11.10 per hour

POSITION HOURS: 15 hours per week per the following schedule:

Monday	6 p.m. – 9 p.m.
Wednesday	6 p.m. – 9 p.m.
Saturday	1 p.m. – 6 p.m.
Sunday	1 p.m. – 5 p.m.

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 at the Application Tab
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6086.

CLOSING DATE: Application materials must be received by **August 19, 2019 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.

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.

CHILDREN'S ASSISTANT (cont.)

Position Summary: Under direct supervision, supports the Library's Mission by providing assistance to Children's department staff to ensure the safe, prompt, and engaging delivery of programs to library customers.

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.

- Demonstrates excellent external customer service participating in the creation of a welcoming atmosphere for all program participants and library customers.
- Ensures all toys utilized during Family Place workshops, all early literacy programs, Babytime and Toddler Time, and in the Family Place area are cleaned and disinfected regularly and after each workshop/program.
- Launders blankets and fabric items.
- Assists department staff with the creation of program materials such as paper cutting, craft preparations, and finding books or other materials.
- Sanitizes computers and tables as well as all equipment used in the department.
- Ensures the Children's area is presentable and decorative.
- Assists with labelling all new toys for the Family Place area.
- May assist in covering the Children's desk.
- Demonstrates excellent internal customer service through assisting other staff and participating in other projects as assigned.
- Maintains customer confidentiality.
- Proactively participates in ensuring the safety and security of customers and staff while at the library.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Assists with merchandising displays and bulletin board.
- Assists customers when requested. Responds to questions.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled all-staff meetings.
- Performs other job-related duties as requested.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- 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 to the public.
- Ability to maintain effective, productive relationships with customers and staff.
- Knowledge of basic safe cleaning and sanitizing processes and procedures.
- Ability to maintain a calm demeanor in high pressure situations.
- Ability to multitask.
- Ability to understand and follow verbal and written instructions.

Education and Experience:

1. High School diploma.
2. Ability to read and understand English.

Physical and Environmental Conditions:

Work is conducted in a normal office setting that provides comfortable lighting, temperature and air conditions. Regular lifting, such as three to four reams of paper, four or five books, or other materials (up to 35 pounds) is required.

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. May be exposed to unpleasant smells or substances including human waste from children. Requires use of cleaning materials that may have unpleasant odor.