



**VACANCY ANNOUNCEMENT**  
*Open to all qualified current staff and external applicants*

# **LIBRARY ASSISTANT**

## **CHEYENNE MOUNTAIN LIBRARY**

**(24 hours per week, non-exempt)**  
**Position # 120133008**

**DATE POSTED:** February 7, 2019  
**LOCATION:** 1785 South 8<sup>th</sup> Street, Suite 100, Colorado Springs, CO 80905  
**STARTING WAGE:** **\$12.00** per hour + partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)  
**POSITION HOURS:** 24 hours per week based on the following schedule:

<u>Week 1:</u>		<u>Week 2:</u>	
<b>Monday</b>	<b>9 a.m. – 6 p.m.</b>	<b>Monday</b>	<b>9 a.m. – 6 p.m.</b>
<b>Tuesday</b>	<b>5 p.m. – 9 p.m.</b>	<b>Tuesday</b>	<b>5 p.m. – 9 p.m.</b>
<b>Wednesday</b>	<b>5 p.m. – 9 p.m.</b>	<b>Wednesday</b>	<b>5 p.m. – 9 p.m.</b>
<b>Friday</b>	<b>9 a.m. – 6 p.m.</b>	<b>Saturday</b>	<b>9 a.m. – 6 p.m.</b>

**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](http://ppld.org) on the JOBS/VOLUNTEERS tab
2. Attachments should be submitted in the following file types: .doc, .docx, .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.

**CLOSING DATE:** Online application materials must be received by **February 18, 2019** at 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.

**EOE**

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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.

## **LIBRARY ASSISTANT (cont.)**

**POSITION SUMMARY:** Under general supervision, supports the Library's Mission through providing direct customer service assistance in circulation functions, basic technology needs, and ensuring accurate and timely access to materials and resources.

### **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 by greeting customers throughout the library; creates a welcoming atmosphere.
- Performs routine duties at the circulation desk including material check-in/out library card registration, fine payments and holds.
- Assist customers with locating materials on the computer or in the stacks.
- Assists with use of basic technology including self-checkout, copiers, and printers as needed.
- Prepares book trucks for shelvers at regional libraries.
- Monitors workflow and reacts to work prioritization in department.
- Provides general work direction for shelvers at regional libraries.
- Participate in training of shelvers and volunteers at regional libraries.
- Provides assistance regarding Request It/Interlibrary Loan requests and proficient in searching Worldcat and establishing and navigating patron Request It/ Interlibrary Loan accounts.
- Empties and checks in return materials.
- Responds to telephone inquiries regarding customer accounts and library events or activities.
- Uses Library Market to assist customers with room reservations and program registration.
- Performs reader's advisory for customers and places holds on material.
- Runs pull lists.
- Processes and shelves incoming transferred materials.
- Maintains customer confidentiality.
- Shelves books and other library materials in accurate alphabetical, numerical or Dewey Decimal System order.
- Reads shelves to ensure materials are in accurate alphabetical, numerical or Dewey Decimal System order; maintains a neat appearance by aligning materials to the edge of the shelf in an upright position, shifting materials as necessary and reporting crowded areas.
- Demonstrates excellent internal customer service through assisting other staff or participating in other projects as assigned.
- 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:*

- May assist with merchandising or art displays.
- May perform minor material repairs or weeding as a Collection Management ACE.
- May process periodicals, order office supplies, distribute community handouts or other routine clerical duties.
- Keeps informed about Library and department information.
- Attends and participates in regular department/branch meetings and scheduled All-staff meetings.
- Performs other job-related duties as requested including clerical duties.

## **LIBRARY ASSISTANT (cont.)**

### **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; calmly and effectively assists customers in difficult or stressful situations.
- Knowledge of basic skills such as alphabetical and numerical filing.
- Demonstrates proficiency in full range of all Workflows functions (Sirsi).
- Demonstrates proficiency in using Library Market for room reservations.
- Demonstrates proficiency in using Novelist and other web-based readers advisory tools.
- Demonstrates proficiency in searching Worldcat.
- Demonstrates proficiency in establishing and navigating patron Request It/Interlibrary Loan accounts.
- Ability to arrange a book truck in 20 minutes and shelve four rows of books in one hour with an accuracy of 95%.
- Ability to learn and use a variety of library and standard office equipment and software; demonstrates basic knowledge of office equipment operation.
- Ability to perform basic computer skills and library system computer functions.
- Demonstrates effective verbal and written communication skills; understands and follows verbal and written instructions.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Ability to effectively perform sorting, shelving, retrieval and circulation of materials by using step stools and appropriate lifting methods, including an ability to lift up to 35 pounds safely. Position includes repeated lifting, bending, stretching, standing and walking.
- Ability to stand for up to four hours.

### **EDUCATION AND EXPERIENCE:**

1. High School Diploma or GED.
2. Computer experience and 6 months job-related experience: customer service, public service, administrative or clerical experience involving public contact.
3. Ability to read and understand English.
4. Bilingual ability is a plus in serving a diverse community.

### **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. Successful completion of Physical Demands assessment is required of staff new to this position.

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.