SPECIAL COLLECTIONS ASSISTANT
SPECIAL COLLECTIONS – PENROSE LIBRARY
(20 hours per week, non-exempt)
Position # 140230002

DATE: February 5, 2019
LOCATION: 20 N. Cascade Ave., Colorado Springs, CO 80903
STARTING SALARY: $13.90 + partial benefits (For details about benefits, see: http://ppld.org/jobs/benefits)

POSITION HOURS: 20 hours per week based on the following schedule:
Monday – Friday 8 a.m. – Noon or 9 a.m. – 1 p.m.

Note: Regular schedule will be subject to changes due to programs, 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. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 Ext. 6998

CLOSING DATE: All application materials must be received by Monday, February 18, 2019 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
POSITION SUMMARY: Under general supervision, supports the Library’s Mission by assisting with collection maintenance and materials preservation, providing direct customer service assistance in reference functions, and by assisting with the maintenance of digital materials and corresponding databases.

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.

- Provides excellent customer service, creating courteous and positive interactions with customers and staff.
- Provides printed and/or digital copies of images for customers and/or staff as requested.
- Maintains customer and staff confidentiality.
- Scans images at appropriate resolution; manipulates scans for improved quality and saves into image catalog.
- Prepares derivative images for online retrieval and saves into appropriate network files.
- Uses ILS tools to control and track use of materials.
- May assist programming staff or may provide pre-planned programming with the use of kits or other provided material in a limited role.
- Assists customers with locating materials and responds to basic reference questions using PPLD databases, online and/or print resources at the service desk or by phone.
- Assists with basic mending, repair, and processing of materials.
- Using multiple ILS modules, adds holdings information, inputs and updates data to create and maintain accurate bibliographic and holdings records; makes minor corrections as needed.
- Prepares materials for circulation, including attachment of spine labels, barcodes, book jackets or other items as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES:
Duties are considered non-essential and include the following:

- Shelves books and other materials in proper order; reads shelves to ensure that materials remain in order.
- Refers materials to cataloging staff as needed for record enhancement.
- Performs minor print material repairs.
- Prepares materials for the bindery, including tracking shipments and invoicing.
- Keeps informed about Library and department information.
- Participates in special projects or programs as assigned.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

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.
- Demonstrates knowledge of current Library programs and services.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers and staff.
Special Collections Assistant (cont.)

- Ability to understand and apply a variety of photographic conservation methods and techniques.
- Ability to perform routine tasks independently with limited supervision.
- Demonstrates basic knowledge of art and/or photography.
- Ability to work as an effective team member.
- Ability to operate standard office equipment, specialized photographic hardware and software, and the Library’s ILS.
- Ability to use Microsoft Office software, email, Internet search engines and to learn library-specific computer applications.

EDUCATION AND EXPERIENCE:
1. Requires high school diploma or G.E.D.
2. Experience working with digital images and photographs is preferred.
3. Experience working in a library setting is preferred.
4. Experience working with historical research and materials is preferred.
5. Bilingual ability is a plus in serving a diverse community.

Physical and Environmental Conditions:
Work is primarily conducted in a library and office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to lift between 1-10 pounds repetitively and occasionally lift between 10-20 pounds. Position requires the ability to repetitively move hand, wrist, arm, elbow and shoulder. Position requires the ability to bend and reach repetitively, and the ability to squat, twist, kneel and climb. Position requires the ability to push and steer a wheeled cart weighing up to 200 pounds on a carpeted surface. Position requires the ability to stand for extended periods, balance on a step stool and reach overhead. Position requires the ability to sit and use a computer or other office equipment for extended periods.

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.