

COLLECTION MANAGEMENT ASSISTANT



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

COLLECTION MANAGEMENT ASSISTANT LIBRARY 21C

(40 hours per week, non-exempt)

Position # 150829001

DATE POSTED: March 02, 2022

LOCATION: 1175 Chapel Hills Dr, Colorado Springs, CO 8920

STARTING WAGE: **\$15.30** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: **40** hours per week per the following schedule:

Monday – Friday : 8 a.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. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380.

CLOSING DATE: Online application materials must be received by **March 14, 2022, 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.

COLLECTION MANAGEMENT ASSISTANT

Position Summary: Under general supervision, supports the Library's Mission through ensuring timely and accurate access to library materials; ensures both public records and accounting procedures are correctly maintained.

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.

- Using multiple Integrated Library System modules, adds holdings information, inputs and updates data to create and maintain accurate bibliographic and holdings records; makes minor corrections as needed.
- Unpacks and receives new materials; maintains accurate receiving and invoicing records in the Library's acquisitions module.
- Verifies correct fiscal accounting for materials received.
- Prepares materials for circulation, including attachment of spine labels, barcodes, book jackets or other items as required.
- Using the Library's Integrated Library System, traps holds on requested items and transfers them to the community libraries for customer pickup.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Creates circulation packaging for specialized materials, following Library guidelines.
- Refers materials to cataloging staff as needed for record enhancement.
- Assists with the processing and distribution of serials and periodicals.
- Assesses audio-visual materials for damage; cleans items and makes repairs.
- Performs minor print material repairs.
- 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.
- Effective verbal and written communications skills; ability to follow complex verbal and written instructions.
- Ability to understand and use basic mathematical skills.
- Ability to file and sort materials alphabetically and numerically.
- Ability to learn and use a variety of library and standard office equipment and software; demonstrates basic knowledge of office equipment operation.
- Ability to operate a personal computer, including word processing and spreadsheet applications; demonstrates keyboarding skills, including touch typing.
- Ability to understand bibliographic records and apply that knowledge to the Library's Integrated Library System.

COLLECTION MANAGEMENT ASSISTANT

- Ability to work independently and effectively organize daily work under general supervision.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Ability to effectively perform sorting, shelving, retrieval and processing of materials by using step stools and appropriate lifting methods, including an ability to lift up to 25 pounds safely.

Education and Experience:

1. Requires high school diploma or G.E.D.
2. Requires at least one year of job related library experience.

Physical and Environmental Conditions:

Work is conducted in a normal office setting that provides comfortable lighting, temperature and air conditions. Position includes repeated lifting, bending, stretching, standing and walking. Ability to sit and perform repetitive data entry for extended periods is required. Regular lifting of boxes weighing up to 25 pounds and shifting boxes weighing up to 50 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.