



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

COMMUNICATIONS ADMINISTRATIVE SPECIALIST LIBRARY 21C

(30 hours per week, non-exempt)

Position # 160054001

DATE POSTED: June 25, 2021

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

STARTING WAGE: **\$16.83** per hour - **\$20.62** per hour+ partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: **30** hours per week per the following schedule:
Monday - Friday : Normal Working hours

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. 6380 or send an email to sgollapalli@ppld.org

CLOSING DATE: Applications materials must be received by **July 12, 2021 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.

COMMUNICATIONS ADMINISTRATIVE SPECIALIST (cont.)

Position Summary: Operates in a diverse environment to help fulfill Pikes Peak Library District's mission by providing a high level of administrative and proofreading support for the Communications department's operations and activities.

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.

- Perform all departmental administrative duties, including financial submissions, document maintenance, and filing; order and maintain office supplies, signage, and forms.
- Schedule meetings, assist with meeting preparation, and handle meeting minutes for Chief Communications Officer, Director of Public Relations & Marketing, and other department staff as needed.
- Handle procurement and reconciliation activities; generate purchase order requisitions; coordinate financial reporting to ensure accurate and timely payment of invoices.
- Support departmental staff with proofreading of internal and external communications, along with media monitoring and distribution of supplies and materials across District.
- Assist in Communications department's annual budgeting process; monitor department budget to ensure accuracy and funding availability.
- Provide courteous and knowledgeable customer service to staff, vendors, patrons, and community partners; maintain confidentiality and discretion regarding departmental and District-wide matters.
- Perform data entry, post approved departmental content to intranet, and prepare and maintain mailing lists, for projects, initiatives, and other activities.
- Maintain records of departmental inventory, such as print collateral, signage, and other supplies; assist in asset management and tracking.
- Assist in development and maintenance of departmental policies and procedures.
- Support contract management, in collaboration with department staff and Finance Office.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keep informed about Communications and general Library information, and maintains active knowledge of current Library activities and initiatives.
- Support department staff with research, development, implementation, and evaluation of projects, initiatives, campaigns, events, and other activities.
- Help handle mail distribution at Library 21c.
- Participate in special projects as assigned.
- Act as liaison to select internal and external customers.
- May participate on Library District teams and committees with approval.
- Attend regular department meetings and scheduled all-staff meetings.
- Perform other job-related duties as assigned.

COMMUNICATIONS ADMINISTRATIVE SPECIALIST (cont.)

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of Pikes Peak Library District's policies and procedures with the ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrate knowledge of current Communications and Library procedures and priorities.
- Ability to adhere to Library District's brand guidelines and style guide.
- Known for exceptional verbal and written communication skills, including accurate data entry and strong proofreading skills.
- Maintain effective relationships with vendors, community partners, customers, volunteers, and staff at all levels.
- Demonstrate ability to use applications software, including Microsoft Suite, project management tools, and financial processing systems, along with standard office equipment.
- Demonstrate ability to work effectively as a team member, organize daily work, and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires a high school diploma or G.E.D.; two years of college coursework is strongly preferred.
2. Requires at least 1-2 years of related clerical and administrative experience; experience in a communications or marketing office environment strongly preferred.
3. Bilingual ability is a plus in serving a diverse community.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift up to 30 pounds.

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.