



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

INTERLIBRARY LOAN - LIBRARY ASSOCIATE LIBRARY 21C

(30 hours per week, non-exempt)

Position # 170129003

DATE POSTED: January 10, 2019

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

STARTING WAGE: **\$17.85** per hour + partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 30 hours per week based on the following schedule:
Monday - Friday 10:00 a.m. - 5:00 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.

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, .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
4. **Required:** Submit a 250 – 300 word essay as instructed at the bottom of page 3

CLOSING DATE: Online application materials must be submitted by **January 22, 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.

EOE As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, sex, religion, 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. Note: PPLD reserves the right to hire more than one person per advertised vacancy.

POSITION SUMMARY: Operates in a diverse environment to help fulfill the Library's mission by providing direct customer-focused public service, implementing programs, or participating in targeted activities for a designated age group or service area by providing Interlibrary Loan information and assistance to the public.

ESSENTIAL FUNCTIONS:

- Assists with the hiring and training of the work study interlibrary loan clerks and library volunteers.
- Maintains confidentiality in all patron and staff interactions.
- Search, process, and deliver borrowing requests for books, audio visual materials and documents via ILLiad.
- Use ILLiad Interlibrary Loan system to track and process borrowing and lending requests.
- Unpack and prepare items received via mail and courier for Pikes Peak Library patrons.
- Provides excellent customer service and maintains a courteous, positive image of the library when interacting with patrons and staff.
- Provides assistance and information about Interlibrary Loan services and procedures.
- Ability to sit and perform accurate and repetitive data entry for extended periods.
- Ability to frequently stoop, bend, reach, twist, and squat when unpacking materials from courier bins.
- Ability to push and steer wheeled book trucks weighing up to 120 pounds.
- Performs other related duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Provides support for specialized projects, services, programs and activities related to divisional strategic goals and objectives.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE / SKILLS / ABILITIES:

- 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 services and trends.
- Ability to effectively organize daily work under general supervision.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Knowledge of basic computer technology and applications and ability to effectively train others.
- Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers, coworkers, and with staff at all levels.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, and Outlook, along with standard office equipment.
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

MINIMUM QUALIFICATIONS:

1. **Requires** a bachelor's degree in any field.
2. **Requires** a minimum of one year of library experience.
3. **Requires** basic experience with computer and software applications.

4. **Requires** excellent written and verbal communication skills, the ability to work in a team environment, a “whatever it takes” work ethic, and excellent customer service attitude.
5. **Requires** an essay. In order to be considered as an applicant for this position, you must compose and submit a typed, double-spaced, 250- to 300-word essay in response to the following question:

a) “How does Interlibrary Loan serve the library’s mission?” Upload the file with the application and name it “Interlibrary Loan”

Applications that are submitted without the above requested essay will not be considered for this position. Please attach your essay to your PPLD online job application form using the format extensions listed in procedures for application above. You may include a resume and/or cover letter if you wish.