



VACANCY ANNOUNCEMENT

*Open to all qualified current staff,
and qualified external applicants*

LIBRARY ASSOCIATE RUTH HOLLEY LIBRARY

(40 hours per week, non-exempt)

Position # 170140002

DATE POSTED: October 10, 2018

LOCATION: 685 North Murray Blvd., Colorado Springs, CO 80915

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

POSITION HOURS: 40 hours based on the following schedule:

Monday	8 a.m. – 5 p.m.
Tuesday	Noon – 9 p.m.
Wednesday	8 a.m. – 5 p.m.
Thursday	8 a.m. – 5 p.m.
Friday	9 a.m. – 6 p.m.
*First Saturday of the month 9 a.m. – 6 p.m. (off preceding Monday)	
*Schedule may vary depending on the needs of the branch	

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 on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires cover letter and completed essay discussing topic found on page 3, submitted online with application
4. 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 **October 24, 2018 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.

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

LIBRARY ASSOCIATE (cont.)

POSITION SUMMARY: The Pikes Peak Library District is seeking an energetic, enthusiastic and service-oriented person to work with Young Adult patrons at the Ruth Holley Library. You will operate in a diverse environment to help fulfill the Library's mission by providing direct customer-focused public service, providing programming and mentorship for ages 12-18 and 18-24. This full-time position supports the mission of the Pikes Peak Library District: to seek, engage and transform lives through library services and resources that enrich individual lives and build community.

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 direct public services to customers as they visit the library, call on the telephone, or communicate in a virtual environment. Works combined circulation/service desks.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all customer and staff interactions.
- Assist customers with advanced computer needs, job applications and resume formatting.
- Teaches classes on computer basics or other technology access topics to customers.
- Implements pre-designed programs.
- Performs reference and readers' advisory services.
- Promotes library services through tours, demonstrations, talks, and displays, primarily working with ages 12-24.
- May act as person-in-charge as assigned; assumes responsibility for safe and effective operation of the library; ensures that security and safety reports are completed accurately and submitted as required.
- May act as a special resource provider in specific service areas, including targeted age groups, mobile library services, technology programming and support, makerspaces/creative commons equipment and activities, special collections, or collection management.
- Performs other support activities such as troubleshooting basic computer and office equipment, compiling data, and monitoring/ordering office supplies.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Duties are considered non-essential and include the following:

- 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, 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 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.

LIBRARY ASSOCIATE (cont.)

- 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, Access, 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, or an Associate Library Technician degree.
2. Requires a minimum of one year of library experience or other public service experience (library experience preferred).
3. Requires basic experience with computer equipment and software applications.
4. 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 35 pounds. Ability to push a loaded book truck 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.