



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

SENIOR LIBRARY ASSOCIATE: CREATIVE SERVICES - TECHNOLOGY

(Full-time, non-exempt)

Position # 180120804

- DATE:** November 6, 2018
- LOCATION:** Pikes Peak Library District, Colorado Springs, CO
- STARTING SALARY:** **\$19.57 + full benefits** (For details about benefits, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week

Flexible scheduling based on programming and library requirements.

Monday-Friday 8 a.m. - 5 p.m.

Will have occasional shifts at other [PPLD Libraries](#)

Evenings and weekends will be required for programs and other library requirements.

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. A Cover Letter addressing why you are interested in this position is **required**.
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 **November 19, 2018** by 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, 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

Senior Library Associate: Creative Services - Technology (cont.)

POSITION SUMMARY: Operates in a diverse environment to help fulfill the Library's mission by providing comprehensive, customer-focused public services, troubleshooting and maintaining makerspace and studio machinery, conducting programs, and participating in targeted activities for Creative Services. This position requires flexibility, collaboration, communication, and the ability to identify priorities and shift focus quickly. In order to help fulfill PPLD's mission, we want a professional with a positive attitude, enthusiasm, creativity, and excellent interpersonal and teamwork skills.

ESSENTIAL FUNCTIONS:

- Has in-depth knowledge of makerspace and studio services, machinery, and equipment, and performs major maintenance and troubleshooting on the machinery in conjunction with branch staff; is the point of contact for outside companies for repair and troubleshooting library machinery/equipment.
- Assists with staff training and training materials on makerspace and studio machinery, like 3D printers, laser cutters, kiln, sewing machines, CNC, audio and video equipment etc.
- Assists with updates on Creative Services-related machinery, specialty computers, and software.
- Creates detailed documentation on the maintenance, troubleshooting, and replacement of machinery and equipment, along with compiling and analyzing data on machinery and equipment.
- Creates and maintains online badging videos and other online trainings in conjunction with other Creative Services and branch staff.
- Creates and maintains Creative Services-related LibGuides in conjunction with other Creative Services and branch staff.
- Provides a welcoming, engaging presence and excellent customer service for patrons using creative products and services; maintains confidentiality in customer and staff interactions.
- Provides hands-on assistance to customers in the use of machines and software during makerspace and studio open hours.
- Develops and teaches classes and programs for makerspace and studio machinery, and assists with or develops other programs as assigned.
- Assists with Creative Services kits for the district.
- Assists with maintaining the in-house Access database for the makerspaces.
- Works the public service desks.
- May assist with workforce development programs.
- May assist with vetting volunteers.
- Plans, coordinates, and implements assigned projects related to organizational goals and objectives.
- Keeps informed about Library and Creative Services information.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- May act as person-in-charge as assigned; assumes responsibility for safe and effective daily operation of the library in the absence of a supervisor; ensures that security and safety reports are completed accurately and submitted as required.
- Performs other support activities such as troubleshooting computer and office equipment, compiling data, and monitoring/ordering office or program supplies.
- Attends regular Creative Services 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:

- Ability to thoroughly understand 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.

Senior Library Associate: Creative Services - Technology (cont.)

- Demonstrates basic ability to use creative technology products.
- Demonstrates ability to respond with patience and professionalism to requests for assistance from equipment and software users of varying knowledge levels.
- Demonstrates general knowledge of current library services and trends.
- 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 commitment to principles of intellectual freedom and all aspects of customer diversity.
- Ability to work independently and effectively organize daily work under general supervision.
- Ability to effectively train others.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, ILS system, 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.

Education and Experience:

1. Requires Bachelor's degree; preference for a degree in related field.
2. Requires a minimum of two years of library experience or other customer service experience (library experience preferred).
3. Bilingual ability is a plus in serving a diverse community.
4. **Requires a cover letter that addresses why you are interested in this position.**

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. Position requires the ability to push a loaded book truck.

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.