



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# SENIOR LIBRARY ASSOCIATE – Children’s PENROSE LIBRARY (full time, non-exempt) Position # 180125205

**DATE POSTED:** November 8, 2018  
**LOCATION:** 20 N. Cascade Ave., Colorado Springs, CO 80903  
**STARTING WAGE:** \$19.57 per hour + full benefits (for benefits information, please see:  
<http://ppld.org/jobs/benefits>)  
**POSITION HOURS:** 40 hours per week per the following current work schedule:

<u>Week 1-2:</u>		<u>Week 3-6:</u>	
Tuesday	9 a.m. – 6 p.m.	Monday	9 a.m. – 6 p.m.
Wednesday	Noon – 9 p.m.	Tuesday	9 a.m. – 6 p.m.
Thursday	9 a.m. – 6 p.m.	Wednesday	Noon – 9 p.m.
Friday	9 a.m. – 6 p.m.	Thursday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 6 p.m.	Friday	9 a.m. – 6 p.m.

**\*\*Will work approximately 10 Sundays per year.**

**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](http://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. **Requires** a cover letter and resume to be submitted with application.

**CLOSING DATE:** Online application materials must be received by **November 26, 2018 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, in accordance with Colorado law.

**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, 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.

## **SENIOR LIBRARY ASSOCIATE – Children’s (cont.)**

**POSITION SUMMARY:** Operates in a diverse environment to help fulfill the Library’s mission by providing increasingly complex customer-focused public service, creating programs, and developing targeted activities for the children’s age group.

### **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.*

1. Provides excellent customer service and maintains a courteous, positive image of the library when interacting with patrons and staff; works on public service desks providing information, reference and reader’s advisory services; explains circulation policies and procedures to patrons; answers questions regarding library records; and maintains patron and staff confidentiality.
2. Provides programming and services at the Penrose Library.
3. Creates, promotes, and presents children’s general programming, from infants to tweens, also including their parents, based on developmental needs and the inclusion of early literacy skills; and may coordinate, schedule, and present specific programming and services (i.e, Paws to Read, Every Child Ready to Read), will also serve as back up for other programs.
4. Engages and interacts with the community through tours, publicity, displays and merchandising; and collaborates with schools or community groups and provides outreach to communicate library services and programs.
5. Serves on the Homeschool Committee.
6. Maintains children’s collection (including labeling, weeding, and rotation of materials); may recommend the purchase of children’s materials; and may maintain specialized files, databases, or collections related to Children’s resources and materials.
7. May act as “person-in-charge” (PIC) of the facility or department in the absence of a supervisor or manager; assumes responsibility for safe and effective operation of the facility or department (including the initiation of emergency procedures as needed); and ensures that Serious Incident Reports and Insurance Reports are completed properly and submitted in a timely manner.
8. May coordinate and direct volunteers for summer reading program, summer reading party and general needs.
9. May compile monthly statistical reports.
10. May coordinate displays of school and community artwork, create signage and displays for the Children’s area.
11. May schedule meeting rooms for programs.
12. May order supplies for the department.
13. Keeps informed of library and departmental information and changes via electronic and written communication and attendance at staff meetings.
14. Performs other related duties as assigned.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

*Duties are considered non-essential and include the following:*

1. Performs other support activities such as troubleshooting computer and office equipment, compiling data, and monitoring/ordering office or program supplies.
2. Provides support for specialized projects, services, programs and activities related to divisional strategic goals and objectives.
3. Keeps informed about Library and department information.
4. Attends regular department meetings and scheduled staff meetings.
5. Performs other job-related duties as assigned.

## **SENIOR LIBRARY ASSOCIATE – Children’s (cont.)**

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*The employee is expected to perform or possess the following:*

1. Knowledge of basic library functions.
2. Knowledge of children's developmental stages, interests, community needs, and children's literature.
3. Ability to provide general assistance and information about the library's services and procedures; may assist patrons in using or obtaining a library card; may oversee circulation functions.
4. Ability to promote library resources and programs for children; ability to prepare attractive and inviting Children's displays.
5. Ability to follow verbal/written instructions.
6. Possesses good verbal and written communication skills; ability to adjust communication methods when interacting with children.
7. Ability to instruct patrons in library resources.
8. Ability to represent the Library District with tact and courtesy.
9. Ability to exhibit sound professional judgment and demeanor in all public interactions.
10. Ability to think and act appropriately under pressure while serving on the public desk.
11. Ability to use a personal computer and office equipment effectively, including Microsoft Office software applications.
12. Ability to work as an effective team member, have a "whatever-it-takes" work ethic, and have an excellent customer service attitude.

## **EDUCATION AND EXPERIENCE:**

1. Requires a Bachelor's degree in any field.
2. Requires a minimum of two years of library experience or other customer service experience (library experience preferred) (experience with children preferred).
3. Requires 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.