



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

BRANCH SUPERVISOR MONUMENT LIBRARY

(40 hours per week; non-exempt)

Position # 190136001

- DATE POSTED:** August 6, 2018
- LOCATION:** 1706 Lake Woodmoor Dr., Monument, CO 80132
- STARTING WAGE:** **\$20.52** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** **40** hours per week per the following schedule:
- Monday – Friday variable hours between 8:00 a.m. – 6:00 p.m.**
- *Every 4th Saturday of the month 9 a.m. – 6 p.m. with preceding Friday off
 - *Approximately every 5th Sunday
 - *Staff Meetings 3rd Friday of the month 8:30 a.m. – 10 a.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.

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) 884-9800, ext. 6998.

CLOSING DATE: Open Until Filled; Preference for application materials received by **August 20, 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.

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.

BRANCH SUPERVISOR (cont.)

POSITION SUMMARY: Operates in a diverse environment to help fulfill the Library's mission by providing customer focused library circulation services, supervising circulation staff, and participating in a wide variety of support activities and programming.

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.

- Directs daily circulation operations for an assigned branch library, including all circulation functions, registration, customer accounts, shelving, and other support activities.
- Provides excellent direct customer service and acts as a role model for circulation staff; presents a courteous, positive image of the Library and maintains confidentiality in customer and staff interactions.
- Works at the circulation desk assisting customers with materials check-out/check-in, new card registration, and resolves account inquiries or disputes.
- Assists and instructs customers in searches for materials and on-line information, computer applications, and community referrals; refers customers with in-depth research questions to reference staff when necessary.
- Creates, promotes, and implements programs and outreach activities for multiple library audiences; may conduct computer skills or other instructional classes.
- Manages and assigns daily workflow; creates and adjusts bi-weekly work schedules, using substitute staff as needed.
- Assists with supervision, coaching, and performance appraisals for regular staff, substitutes, and volunteers; verifies and approves timesheets, maintains personnel records, and trains new employees.
- Participates in the interview and selection process for new circulation staff; may participate in staff terminations as necessary.
- Contributes to the evaluation and management of the branch materials collections.
- Acts as Person-in-Charge as assigned; assumes responsibility for safe and effective operation of the library, including initiation of emergency procedures as needed; ensures that incident and insurance reports are completed and submitted.
- Ensures that book trucks are prepared for shelving and materials are sorted/ distributed to designated shelf locations. Ensures that materials are retrieved for holds or department transit as needed.
- Maintains accountability for cash, check, and credit card transactions; works with Finance staff to provide reports and daily accounting. Authorizes petty cash purchase orders.
- Submits facilities' maintenance, security and IT work orders.
- Compiles and reports monthly statistics.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Duties are considered non-essential and include the following:

- Keeps informed about Library and branch information.
- Makes operational and budgetary recommendations to the Branch Manager.
- May serve as an IT liaison for the branch.
- Participates in special projects as assigned.
- Serves on Library teams as assigned.
- 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 circulation policies, procedures, and best practices.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.

BRANCH SUPERVISOR (cont.)

- Demonstrates excellent verbal and written communication skills; resolves conflicts with tact and discretion.
- Demonstrates excellent ability to build effective relationships with customers, circulation staff, and staff at all levels and locations within the Library District.
- Demonstrates advanced ability to use applications software, including the Library's Integrated Library System, Microsoft Word, Excel, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

EDUCATION/ EXPERIENCE:

1. Requires an Associate's degree; Bachelor's degree is preferred.
2. Requires a minimum of two years of library or customer service experience, including prior supervisory experience.
3. Bilingual or multilingual 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. Position requires the ability to push a fully loaded book truck weighing up to 120 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.

DESCRIPTION OF COMMUNITY AND LIBRARY DISTRICT

Colorado Springs is located at the foot of Pikes Peak – America's Mountain. The city is the second most populous city in the state of Colorado. Colorado Springs is a place that offers something for everyone; with great educational institutions, abundant sunshine year-round, magnificent natural scenery, outdoor activities, the arts, and charming communities. U.S. News & World Report awarded Colorado Springs the number two spot in its "2018 Best Places to Live" list.

Pikes Peak Library District serves close to 700,000 residents in El Paso County, providing access to resources that are critical to the public, making it a vital force for individual and community transformation for 50 years. Our service area covers more than 2,000 square miles. PPLD is the second largest library district in the state of Colorado. Our 14 locations stretch north to Monument, south to Fountain, west to Cascade, and east to Falcon. Our newest, Library 21c, is a state-of-the-art facility with the Creative Computer Commons, Makerspace, Family Place area, Center for Public Media, Business and Entrepreneurial Center, a 400 seat performance and meeting venue, and more. PPLD's 2018 General Fund annual budget is \$32.1M with approximately 487 staff members (368 FTE). PPLD was recently named the #1 Best Workplace for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!