



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff and external applicants*

# LIBRARIAN 1, YOUNG ADULT

**Penrose Library** (Full-time, exempt)

**Position # 210120205**

**DATE:** October 17, 2018

**LOCATION:** 20 N. Cascade Ave., Colorado Springs, CO 80903

**STARTING SALARY:** \$22.83 per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

**POSITION HOURS:** 40 hours per week per the following schedule:

<u>Weeks 1 – 4:</u>		<u>Weeks 5-6:</u>	
Monday	9 a.m. – 6 p.m.	Monday	OFF
Tuesday	9 a.m. – 6 p.m.	Tuesday	9 a.m. – 6 p.m.
Wednesday	Noon – 9 p.m.	Wednesday	Noon – 9 p.m.
Thursday	9 a.m. – 6 p.m.	Thursday	9 a.m. – 6 p.m.
Friday	9 a.m. – 6 p.m.	Friday	9 a.m. – 6 p.m.
Saturday	OFF	Saturday	9 a.m. – 6 p.m.

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

**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](http://ppld.org/Jobs) on the Application tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. **Requires** an essay (found on page 3) and a Cover Letter addressing why you would be a good candidate for this position.
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 given to applications received by **November 26, 2018 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

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.

### **Librarian 1, Young Adult (cont.)**

**POSITION SUMMARY:** Operates in a diverse environment to help fulfill the Library's mission by providing comprehensive, customer-focused public services, conducting programs, or participating in targeted activities for the young adult age group. 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:**

- Demonstrates excellent customer service while working the public services desks approximately 20 hours a week and while working with co-workers behind the scenes.
- Acts as a special resource provider for young adult services at Penrose Library.
- Is knowledgeable on working with at-risk young adult populations and the resources available in the community.
- Oversees the Penrose Library Young Adult space and maintains collections in conjunction with Collection Management and West Region.
- Plans and conducts programs at branch library related to strategic goals and West Region needs. Engages outside instructors, performers, authors, and volunteers to provide programming across the District.
- Works with Branch Manager and Young Adult Services to communicate details of programs and services to and seek input from library staff regarding planning, implementation, and evaluation of programs and services.
- Serves as a liaison to assigned community groups and provides outreach to communicate information about library services and programs.
- Plans, coordinates, and implements assigned projects related to organizational goals and objectives.
- According to individual assignment, may manage a specific project, program, or event, evaluate/select materials for a specific collection, or maintain responsibility for specific websites.
- Keeps informed about branch and services information.
- Organizes and maintains specialized files and databases.
- Provides work direction for assigned projects; provides guidance and training to other staff.
- Promotes library services through tours, demonstrations, talks, and displays; may teach classes on technology, or other division specific topic to customers.
- Provides specialized public services for customers as they visit the library, call on the telephone, or communicate in a virtual environment.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all customer and staff interactions; models exemplary customer service behaviors for library staff.
- Provides specialized assistance and information about library services, collections, and procedures; assists customers with an advanced level of assistance in finding materials or online information, technology support, and community resources.
- Provides individual readers' advisory assistance, providing materials in requested formats that engage, enrich and inform. Provides expertise regarding developmental stages, interests, and literature for assigned age groups or target populations.

### **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 operation of the library; ensures that security and safety reports are completed accurately and submitted as required.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

## **Librarian 1, Young Adult (cont.)**

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

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

- Thorough 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 thorough knowledge of library trends, processes and best practices.
- 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.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- 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 an MLS or MLIS degree.
2. Requires a minimum of one year of library experience.
3. For some positions, experience in working with specialized equipment or knowledge of child development and early literacy is preferred.
4. Bilingual ability is a plus in serving a diverse community.
5. Requires a written essay. In order to be considered as a qualified applicant for this position, you must write and submit one typed and double-spaced essay (250-350 words), in response to the following:

**“Why should the public library have services just for young adults?”**

Applications that are submitted without the above requested essay will not be considered for this position. Include the essay with your other PPLD job application materials.

### **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.