



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# LIBRARIAN 1, ADULT EAST LIBRARY

(Full time, Exempt)

**Position # 210120405**

**DATE POSTED:** October 12, 2018

**LOCATION:** 5550 North Union Blvd., Colorado Springs, CO 80918

**STARTING WAGE:** \$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:

**Monday** 8 a.m. – 5 p.m.

**Tuesday** 8 a.m. – 5 p.m.

**Wednesday** 8 a.m. – 5 p.m.

**Thursday** 12 p.m. – 9 p.m.

**Friday** 9 a.m. – 6 p.m.

**\*\*Monthly staff meeting – 2<sup>nd</sup> or 3<sup>rd</sup> Friday of every month**

**\*\*Every 3<sup>rd</sup> Saturday 9-6**

**\*\*7-8 Sundays per year**

**Note:** Regular schedule may be subject to change due to required meetings, training events, etc. 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](http://ppld.org) on the Jobs/Volunteer tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires** 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:** Online application materials must be received by **October 29, 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, 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.

## **LIBRARIAN 1, ADULT (cont.)**

### **POSITION SUMMARY**

Operates in a diverse environment to help fulfill the Library's mission by providing professional, customer-focused public service, conducting programs, or participating in targeted activities for a designated age group, population or service function.

### **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 a wide variety of 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.
- Gauges level of service based on community interest and need. Provides relevant and meaningful services and programs for adults of all ages. Demonstrates flexibility to change direction/priorities based on community need.
- Provides general assistance, information, and instruction about library services, collections, and procedures; assists customers with increasingly complex searches for materials or online information, technology support, and community resources.
- Works on the public service desks providing customer service, which can include electronic reference. May provides specialized research assistance and training.
- Serves as "person in charge" in the absence of the Branch Manager by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Provides individual readers' advisory assistance, providing materials in requested formats that engage, enrich and inform. Develops reading aids for assigned age or interest groups, including reading lists, pathfinders, booktalks or book discussions.
- Develops and/or implements programs for adults; creates handouts, trains program volunteers, promotes programs through established community contacts.
- Supports patrons in the makerspaces with software, hardware (including 3D printers, laser cutter, sewing machine, etc.) and tools.
- May help patrons in the Educational Resource Center.
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Promotes library services through tours, demonstrations, talks, and displays; may teach classes on technology.
- Compiles data or research for division or branch reports as assigned.
- Seeks out and engages with community groups to promote the library. Develops and maintains partnerships with outside organizations and community groups. Participates in community outreach activities.
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making.
- Provides input on policy and procedure as needed.
- Performs other job-related duties and projects as assigned.

### **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; serves on project teams or committees.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled All-staff meetings.

## **LIBRARIAN 1, ADULT (cont.)**

### **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 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 or other public service experience (library experience preferred).
3. 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. 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.

### **DESCRIPTION OF COMMUNITY**

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 including hiking, bicycling, fishing and camping, the arts, theatre and charming communities.

### **LIBRARY DISTRICT**

Pikes Peak Library District serves more than 623,000 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 2000 square miles. PPLD is the second largest library district in the State of Colorado. Our 14 locations stretch north to Monument, south to Fountain, and 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 & Meeting Venue, and more. PPLD's 2017 General Fund annual budget is \$30.4M with approximately 480 staff members (348 FTE). PPLD was recently named the #1 Best Workplaces for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!