



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

LIBRARIAN - CREATIVE SOUTHEAST REGION

(Full-time, exempt)

Position # 210130401

DATE: January 4, 2019

PRIMARY LOCATIONS: 5550 N. Union Blvd, Colorado Spring, CO 80918
1821 S. Academy Blvd, Colorado Springs, CO 80916

STARTING SALARY: **\$22.83** + full benefits (For details about benefits, see:
<http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week
Flexible scheduling based on programming and library requirements.

Monday-Friday variable hours between 8 a.m. - 9 p.m.
May 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 would be a good fit for 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: This position will remain open until filled; preference given to applications received by **February 6, 2019** by 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.

Librarian – Creative (cont.)

POSITION SUMMARY:

PPLD is seeking a librarian who passionately embraces technology, science, music, and art. This librarian has the ability to inspire imagination, draw out potential, and create a gathering place for the community primarily at the East and Sand Creek Libraries. Supports Ruth Holley and Fountain. 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, excellent interpersonal skills, and a sense of humor while working in an environment rich with diversity. We are searching for a bold individual who enjoys people.

ESSENTIAL FUNCTIONS:

- Oversees the East and Sand Creek Makerspaces and Sand Creek Recording Studio. Maintains equipment and software for both the Makerspace and Recording Studio.
- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents of East and Sand Creek Libraries and southern El Paso County.
- Assists patrons in the recording studio, coordinates scheduling and instruction. Is familiar with or can easily become familiar with recording software and the process of the recording and sound/video capture.
- Assists patrons in the makerspaces with a variety of machinery, including 3D printers, laser cutter, a kiln, sewing and embroidery machines, etc.
- Works with Creative Services to provide programs and services that are responsive to community needs while sparking interest, curiosity, and fun, inspiring children, teens, adults, and intergenerational audiences to embrace their interests and ignite their creativity. Provides and schedules instruction and programming, coordinates efforts with other staff and departments.
- Working with Creative Services and Branch Managers, maintains and critically analyzes ongoing programs and services while introducing new offerings.
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Serves as “person in charge” in the absence of the Branch Managers or Branch Supervisors by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Seeks out and engages with community groups to promote the library and creative services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Works on the public service desks providing customer service, which can include electronic reference.
- Assists and instructs patrons on library resources.
- Works with the Branch Managers to oversee the makerspace and programming budgets for East and Sand Creek Libraries. Supports staff with purchasing and makes recommendations for service and equipment improvements in the makerspaces and recording studio.
- Maintains confidentiality in all patron and staff interactions.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspaces and while on the public or circulation desk.
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making.
- Demonstrates flexibility to change direction/priorities based on community need.
- Provides input on policy and procedure as needed.
- Performs other job-related duties and projects as assigned.

Librarian – Creative (cont.)

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest in makerspaces.
- Prefer a candidate with a minimum of one year of MLS/MLIS experience; previous experience in instruction, programs with emerging technology a plus.
- Has the ability to listen to and engage their community, to draw out needs and interests. Finds joy in serving the public.
- SIRSI experience is a plus!
- Excellent communication skills, demonstrates a “whatever-it-takes” work ethic, and models an excellent customer service attitude.
- Bilingual in English and Spanish is a plus in serving our diverse community.

Requires a cover letter that addresses applicant's fit for the position and past programming experience.

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