



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# ARCHIVIST LIBRARIAN PENROSE LIBRARY

**(40 hours per week, exempt)**

**Position # 211130002**

- DATE POSTED:** May 04, 2022
- LOCATION:** 20 N. Cascade Ave., Colorado Springs, CO 80903
- STARTING WAGE:** **\$22.83** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week with the following schedule:
- Monday – Friday : 8 a.m. – 5 p.m.**  
**Rotating Saturdays: 8 a.m. – 5 p.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](http://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) 531 - 6333, ext. 6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**CLOSING DATE:** Preference for application materials received by **May 30, 2022 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.

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**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.

## **ARCHIVIST LIBRARIAN (cont.)**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission by managing archival collections in order to provide physical and intellectual control of and access to material that has enduring value.

### **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 excellent customer service at the Special Collections reference desks, by phone, or through electronic delivery; maintains excellent relationships with materials donors.
- Appraises, acquires, describes, and preserves primary source documents, following standards set by the Society of American Archivists.
- Manages collections (analog and digital) to ensure long-term accessibility and preservation for research, instruction, and outreach initiatives.
- Creates inventories of source materials and Encoded Archival Description (EAD)-compliant finding aids. Makes materials available to researchers; logs archival statistics.
- Ensures proper care of both stored and displayed pieces.
- Identifies conservation concerns and performs basic preservation practices.
- Maintains archival or relevant professional certification.

### **Additional Duties and Responsibilities**

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

- Participates in special projects as assigned.
- Assists with annual Regional History Symposium.
- Assists with assembling Regional History Book Series.
- Conducts original historic research.
- Provides tours of Special Collections as scheduled.
- Assists with creating social media posts, community relations, and exhibits.
- Keeps informed about Library and department information.
- Takes an active role in library and/or archival professional organizations.
- 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:*

- 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 knowledge of library services, procedures and best practices.
- Demonstrates knowledge of regional history and/or genealogy research methodologies.

## **ARCHIVIST LIBRARIAN (cont.)**

- Demonstrates knowledge of imaging and/or metadata standards, and the management of electronic collections.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- 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 a Master's degree in library science (MLS or MLIS) or Master's degree in history.
2. Requires a minimum of one year of experience in archives arrangement, processing, and reference.
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 occasionally stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to occasionally lift up to 30 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.