



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

LIBRARY INSTRUCTION DESIGNER PENROSE LIBRARY

(40 hours per week, exempt)

Position # 220144001

DATE POSTED: September 30, 2021

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

STARTING WAGE: **\$24.05** per hour – **\$30.08** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week with variable locations, days and times within service times:

Monday – Friday : 8 a.m. – 5 p.m.
Some evenings and weekend hours if necessary

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) 531 - 6333, ext. 6380.

CLOSING DATE: Open Until Filled. Preference for application materials received by **October 20, 2021 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.

LIBRARY INSTRUCTION DESIGNER (cont.)

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by providing comprehensive, customer-focused public or collection management services, 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.

- Compiles and analyzes data and research to assist with decision-making; makes recommendations for new initiatives or solutions to challenges. Assists set priorities for adapting to systemic change.
- Provides leadership for specialized projects, services, programs and activities related to divisional strategic goals and objectives; serves on project teams or committees.
- 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.
- Keeps informed about Library and Adult Education information
- Acts as a special resource provider in specific service areas, including targeted age groups, such as Adult Education.
- According to individual assignment, may manage a specific project, program, or event, evaluate/select materials for a specific collection, or maintain responsibility for training/workshop/website.
- Provides work direction for assigned projects; provides guidance and training to other staff.
- Communicates details of programs and services to, and seeks input from, library staff regarding planning, implementation, and evaluation of programs and services. Evaluates program suggestions from staff and patrons.
- Designs and conducts district-wide training for library instructors who provide public classes related to strategic goals. Engages outside instructors, community partners, and volunteers to provide educational programming across the District.
- Organizes and maintains specialized files and databases.
- Promotes library services through tours, demonstrations, talks, and displays; may teach classes on technology, or other division specific topic to customers.
- 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, workforce development, collections, and procedures; assists customers with an advanced level of assistance in finding materials or online information, technology support, and community resources as they visit the library, call on the telephone, or communicate in a virtual environment.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Collaboratively design, and develop workforce development curricula
- Oversees the quantitative and qualitative assessment of library instructional programs; identifies ways to improve the efficiency and effectiveness of instructional efforts.

LIBRARY INSTRUCTION DESIGNER (cont.)

- Provides instructional design consultation to library staff/ or subject matter experts; assists library staff or subject matter experts in the development of contextually-rich, engaging, and objective-driven courses and learning experiences that focus on applicable real-world/workplace skills
- Provides leadership 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.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Demonstrates knowledge of adult education instruction, theory, and practice
- Ability to design, manage, deliver, and assess district wide computer class curricula
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers, coworkers, and with staff at all levels
- Ability to develop materials and assignments utilizing universal design principals in conjunction with students-centered learning, differentiated instruction, and self-regulated learning
- Ability to develop and demonstrate a multicultural awareness to contribute to organizing cultural events
- Ability to develop workforce development training in conjunction with other PPLD divisions and community organizations
- Ability to facilitate or develop training focused on job search
- 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.
- 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, LACES 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 MA, MLS, MEd, MS or graduate degree in other related field
2. Requires a minimum of three years of classroom experience teaching adults as the primary instructor
3. Bilingual ability is a plus in serving a diverse community

LIBRARY INSTRUCTION DESIGNER (cont.)

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.