



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

PHOTO ARCHIVIST, SPECIAL COLLECTIONS

Penrose Library

(40 hours per week, Exempt)

Position # 220230003

DATE POSTED: March 27, 2019
LOCATION: 20 North Cascade Avenue, Colorado Springs, CO 80903
STARTING WAGE: **\$24.05** + full benefits (for benefits information, please see: <https://ppld.org/jobs/benefits>)
POSITION HOURS: 40 hours per week per the following current work schedule:

SCHEDULE:

| | |
|------------------|---|
| Monday | 8 a.m. – 5 p.m. |
| Tuesday | Noon – 9 p.m. |
| Wednesday | 8 a.m. – 5 p.m. |
| Thursday | 8 a.m. – 5 p.m. |
| Friday | 9 a.m. – 6 p.m. |
| Saturday | 9 a.m. – 6 p.m. (6 week rotation with existing staff to work weekends) |
| Sunday | 1 p.m. – 5 p.m. (6 week rotation with existing staff to work weekends) |

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.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in one of the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 ext 6998.
4. Please include resume, cover letter, and salary history.

CLOSING DATE: Open until filled; preference given to online application materials received by **Thursday, April 11, 2019 at 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.

PHOTO ARCHIVIST (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 photography collections and primary source documents.
- 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.
- Coordinates preservation work for photographs and audio/visual materials.
- Creates exhibitions from collections relating to regional history.
- Ensures proper care of both stored and displayed pieces.
- Identifies conservation concerns and performs basic preservation practices.
- Serves as "person in charge" in the absence of the Special Collections Manager by assuming a leadership role to address emergency situations, safety issues, and patron feedback.

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.
- 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.
- Demonstrates knowledge of imaging and/or metadata standards, and the management of electronic collections.
- Demonstrates excellent public speaking and presentation skills.

PHOTO ARCHIVIST (cont.)

- 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.

MINIMUM QUALIFICATIONS

1. Requires a Master's degree in library science (MLS or MLIS).
2. Bachelor's or Master's degree in history or related field is preferred.
3. Requires a minimum of three years of experience in archives arrangement, processing, digitization, or reference.
4. 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.