**PIKES PEAK LIBRARY DISTRICT**
ppld

**VACANCY ANNOUNCEMENT**
*Open to all qualified current staff
and external applicants*

# BRANCH MANAGER 2
## RUTH HOLLEY LIBRARY

**(40 hours per week, Exempt)**
**Position # 240140001**

**DATE POSTED:**    May 18, 2018

**LOCATION:**    685 North Murray Blvd., Colorado Springs, CO 80915

**STARTING WAGE:**    **$27.70** 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 – Friday variable hours between 8:00 a.m. – 6:00 p.m.**
**\*At least one night per week; and weekends as required.**

**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) 884-9800, ext. 6998.

**CLOSING DATE:** Open Until Filled; Preference for application materials received by **June 18, 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.

**POSITION SUMMARY:** Operates in a diverse environment to help fulfill the Library's mission by providing a customer-focused program of services, materials, staffing and outreach for one medium-sized branch library and/or two small branch libraries in an assigned cluster.

## 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.*

- Directs daily operations for an assigned medium branch library and/or two small branch libraries; provides direct public service; provides supervision and staff development for departmental or building staff.
- Provides excellent direct customer service and acts as a role model for library staff; presents a courteous, positive image of the library and maintains confidentiality in customer and staff interactions.
- Coordinates scheduling and broad programming initiatives with the Regional Library Manager and appropriate public service division heads.
- Develops local community partnerships; engages with local schools, businesses and organizations.
- Conducts ongoing analysis of community demographics and information needs; provides input to the Regional Library Manager and library leadership for the implementation of PPLD strategic goals and objectives.
- Works daily on public service desks providing reference and readers advisory service in person, over the phone and via electronic delivery.
- Interviews, selects, trains and develops new staff; provides coaching and corrective action as necessary.
- Conducts performance appraisals and develops goals and activities for individual and group staff development.
- Promotes library services through programming, outreach and partnerships within the community; acts as a liaison to schools, local government agencies, non-profits and businesses. Represents the Library at meetings and community events.
- In consultation with the Regional Library Manager, reviews workload statistics and recommends staffing allocations.
- Recommends and documents requests for annual budgets; prepares payment documents and monitors expenditures.
- Develops, documents and implements operating procedures for library staff; communicates and ensures implementation of PPLD policies.
- Responds to customer suggestions, comments and complaints in a timely, professional, and constructive manner.

## ADDITIONAL DUTIES AND RESPONSIBILITIES:
*Duties are considered non-essential and include the following:*

- Evaluates and manages the library collection in coordination with the Regional Library Manager and Collection Management.
- Prepares monthly activity reports.
- Serves as liaison to PPLD Friends of the Library.
- Keeps informed about Library and department information.
- Participates in special projects as assigned, including new service initiatives, grants or programs.
- Serves on district-wide teams.
- Encourages professional development of department staff through participation in community and professional organizations.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state and national committees; takes an active role in library 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 thorough knowledge of library services, innovative trends and best practices.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with staff at all levels, community partners and the public at large.
- Demonstrates excellent public speaking and presentation skills.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, the PPLD ILS system, 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/ EXPERIENCE REQUIRED:
1. Requires an MLS or MLIS degree.
2. Requires a minimum of three years of library experience.
3. Requires a minimum of one year of supervisory experience.
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 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 AND LIBRARY DISTRICT
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, the arts, and charming communities. U.S. News & World Report awarded Colorado Springs the number two spot in its "2018 Best Places to Live" list.

Pikes Peak Library District serves close to 700,000 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 2,000 square miles. PPLD is the second largest library district in the state of Colorado. Our 14 locations stretch north to Monument, south to Fountain, 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 and meeting venue, and more. PPLD's 2018 General Fund annual budget is $32.1M with approximately 487 staff members (368 FTE). PPLD was recently named the #1 Best Workplace for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!