



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# ORGANIZATIONAL DEVELOPMENT MANAGER, HUMAN RESOURCES LIBRARY 21C

(Full-time, exempt)

**Position # 241146001**

Pikes Peak Library District, recently named the #1 Best Workplace with 300+ employees in Colorado Springs, is seeking a highly motivated, experienced Organizational Development Manager to facilitate organizational transition activities and change management initiatives in support of a new library organizational structure. This newly created position will manage ongoing organizational development efforts and also direct the daily operations of the HR Department.

**DATE POSTED:** September 6, 2018

**LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920

**SALARY RANGE:** **\$27.70 - \$34.60** per hour DOE\* + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

*(\*Starting wage will be commensurate with experience and education.  
Starting wage is equivalent to a range of \$57,616 – \$71,968 per year)*

**POSITION HOURS:** 40 hours per week per the following schedule:

**Monday – Friday - 40 hours between 8:00 a.m. – 6:00 p.m.**

**Note:** Regular schedule may be subject to minor changes due to required meetings, training events, etc. 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](http://ppld.org) on the Jobs/Volunteer tab
2. Resume and Letter of Interest highlighting your relevant work experience and qualifications for the position and three professional references should be submitted in the following file types: .doc, .docx, .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.

**CLOSING DATE:** This position will remain open until filled; preference given to applications received by **October 1, 2018** at 9:59 p.m., MDT. PPLD will conduct ongoing screenings of applications on a first come-first serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.

### **POSITION SUMMARY**

The OD manager acts as organizational development liaison and advisor to the Library's leadership and facilitates organizational initiatives across the Library District. Directs the development and integration of policies, procedures and programs to achieve the Library's mission and strategic goals. Implements meaningful, relevant HR activities and initiatives that support employee engagement, learning and development, leadership, and change management. Guides the daily operations of the HR Department.

## **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.*

- Designs and implements organizational development and learning and development strategies, plans and policies for the Library District.
- Provides expertise to the Leadership Team in the development of organizational culture, performance management, leadership, employee engagement and all aspects of organizational change and development.
- Sets the direction and provides leadership for the development and implementation of the Library District's Learning and Development Plan.
- Directs daily operations for Human Resources functions.
- Directs needs assessment for training and staff development programs that enhance effective employee performance.
- Aligns Human Resources objectives with the goals of the PPLD strategic plan.
- Provides a broad range of consultative services to all levels of employees regarding policies and procedures.
- Facilitates communication among all levels of staff and across functional departments; guides staff through leadership training, change management, collaborative problem solving, conflict resolution, and other topics.
- Provides project management leadership and facilitation in the development and implementation of district-wide initiatives.
- Creates and executes plans to assess new positions and vacancies in consideration of organizational need; develops specifications and processes to guide decisions.
- Provides expertise in strategy development and execution, planning, and facilitation of effective employee relations.
- Collaborates with Human Resources Supervisors to create an effective structure for employee recruitment, hiring, training, performance management, and employee satisfaction.
- Reviews evaluations of training activities; assesses effectiveness and implements changes as necessary. Collaborates with Training Supervisor in data collection and analysis.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

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

- Trains employees on Human Resources topics and best-practices; develops and presents course materials.
- Keeps informed about Library and department information.
- Keeps informed about Library Resources for training staff
- Participates in special projects as assigned.
- Serves on district-wide teams.
- 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 or other 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.
- Demonstrates advanced knowledge of human resources principles and best practices, especially in the areas of project management, organization culture, and employee relations.
- Ability to exhibit leadership, sound judgment, and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates strategic thinking, planning and analysis skills, with the ability to develop creative solutions to support change management.

- Demonstrates excellent consultation and relationship management skills.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department and with staff at all levels.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates knowledge of state and federal human resources regulations and guidelines.
- Demonstrates exceptional ability to use applications software, including human resources management products, 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 Bachelor's degree in human resources, organizational development or a related field; Master's degree preferred.
2. Requires highly developed specialist knowledge in organizational and learning and development gained in an HR and OD function
3. Requires considerable experience in the design and delivery of organization wide change management programs.
4. Requires a minimum of three years of experience in training, human resources, or project management.
5. Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification preferred.
6. Certified Professional in Learning and Performance (CPLP) certification preferred.

## **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 reach, bend, climb, twist and squat.

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**

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 including hiking, bicycling, fishing and camping, the arts, theatre and charming communities.

## **LIBRARY DISTRICT**

Pikes Peak Library District serves more than 623,000 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 2000 square miles. PPLD is the second largest library district in the State of Colorado. Our 14 locations stretch north to Monument, south to Fountain, and 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 & Meeting Venue, and more. PPLD's 2017 General Fund annual budget is \$30.4M with approximately 480 staff members (348 FTE). PPLD was recently named the #1 Best Workplaces for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!

## **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
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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, 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.