DIRECTOR OF CHILDREN’S SERVICES
PENROSE
(40 hours per week, exempt)
Position # 270125001

DATE POSTED: November 14, 2019

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

STARTING WAGE: $31.54 per hour + full benefits (for benefits information, please see: http://ppld.org/jobs/benefits)

POSITION HOURS: Monday – Friday 8 a.m. – 5 p.m.
Schedule may vary depending on PPLD needs and community engagement.

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 on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Cover letter and resume required. Applications without a resume and cover letter will not be considered.
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: Online application materials must be received by December 16, 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.

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 orientation, 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.

EOE
**Position Summary:** Operates in a diverse environment to help fulfill the Library’s mission by providing services, resources and programming to children from birth through age 12 to connect them to books and reading. Provides resources and programs for parents, educators and others working with children to support learning and enrichment.

**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.*

- Develops, coordinates and implements district-wide children’s services activities to meet strategic plan objectives.
- Provides leadership, guidance, and training to children’s services staff; serves as an advocate and liaison to other departments on behalf of children’s services staff and programs.
- Develops, documents and implements operating procedures for children’s services staff; communicates and ensures implementation of Pikes Peak Library District policies.
- 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 Pikes Peak Library District children’s services through programming, outreach and partnerships within the community, providing engaging opportunities for children, families, caregivers and educators.
- Develops, coordinates and executes the Summer Reading Program and other district-wide programs and initiatives.
- Coordinates the publicity for all children’s programs with members of the Marketing, Community Engagement and IT teams.
- Evaluates programs; recommends changes to ensure programming meets community needs and promotes reading and information access.
- Provides district-wide expertise regarding children’s developmental stages, interests, community needs and children’s literature.
- Oversees children’s services programming budgets; prepares payment documents and monitors expenditures.
- Provides excellent direct customer service and models expert customer service for staff; presents a courteous, positive image of the library and maintains confidentiality in customer and staff interactions.
- Collaborates with the Director of Young Adult Services to develop smooth transitions from Tween (age 9-12) to Teen services and programs.
- Manages electronic resources by researching, evaluating, selecting and implementing new products; discontinues products that no longer respond effectively to customer needs and interests.
- 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 children’s collection in coordination with Collection Management.
- Maintains good working relationships with external vendors.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of department staff through participation in community and professional organizations.
**Director of Children’s services (Contd..)**

- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Responds to customer suggestions, comments, and complaints in a timely, professional, and constructive manner.
- Establishes relationships with appropriate agencies to collaborate on new and existing programs.
- 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 advanced knowledge of library services, innovative trends and best practices.
- Demonstrates advanced knowledge of children’s literature and literacy based children’s programming.
- 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 public speaking and presentation skills.
- 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.
- 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).
2. Requires a minimum of three years of professional public library experience in a children’s services position, including a minimum of two years of supervisory responsibility.
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 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.