



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

REGIONAL HISTORY AND GENEALOGY DIVISION HEAD
Penrose Library
(40 hours per week, Exempt)
Position # 270130001

DATE POSTED: April 17, 2018

LOCATION: 20 North Cascade Avenue, Colorado Springs, CO 80903

STARTING WAGE: \$31.54 + 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 – Friday between 8:00 a.m. – 5:00 p.m.
* Occasional evenings and weekend rotation

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 **Monday, May 28, 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, 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.

REGIONAL HISTORY AND GENEALOGY DIVISION HEAD (cont.)

POSITION SUMMARY

Under limited supervision, supports the Library's mission to provide services and programming, to promote access, and to provide instruction related to regional history and genealogy.

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 short and long range plans for district-wide services that meet Strategic Plan goals and objectives.
- Hires, supervises, coaches, and monitors the development of Regional History and Genealogy staff; prepares annual performance appraisals as scheduled.
- Actively promotes Regional History and Genealogy resources and services through programming, outreach, and community partnerships; acts as a resource to branches for referral and training.
- Evaluates program effectiveness; makes recommendations to ensure programs respond to current community needs and interests; oversees programming budgets.
- Develops strategies to provide access and processing for personal, business, and organizational manuscripts, photographs, and other historical materials.
- Works on public service desks; provides reference service in person, by phone, online, and via electronic delivery.
- Provides excellent customer service; creates a courteous and welcoming environment; acts as a positive customer service role model for staff.
- Maintains confidentiality in interactions with customers and staff.
- Publicizes and promotes use of the collection through bibliographic access, workshops, demonstrations, and programs (including offsite events), tours, and displays.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Develops, documents, and implements operating procedures and materials handling techniques designed for historical and/or fragile materials.
- In collaboration with Regional History and Genealogy staff, researches, writes, edits, produces, and markets Regional History Series books and videos.
- In collaboration with Regional History and Genealogy staff, researches, plans, and implements techniques to preserve collection.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of Regional History and Genealogy staff through participation in community and professional organizations.
- Takes an active role in library and/or archival professional organizations.
- Attends regular 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.

REGIONAL HISTORY AND GENEALOGY DIVISION HEAD (cont.)

- Demonstrates advanced knowledge of library services procedures and best practices.
- Ability to select and use effective archival and electronic products.
- 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 division, with staff at all levels, community partners, and the public at large.
- Ability to effectively use 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), History, Museum Studies or in a related field.
2. Requires a minimum of five years of professional public library experience, including a minimum of three years of demonstrated success in leading teams and directing departmental operations.
3. Bachelor's degree in history or a related field preferred.
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.

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 nearly 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 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 2018 General Fund annual budget is \$32.1M with approximately 487 staff members (368 FTE). PPLD was recently named the #1 Best Workplaces for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!