



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

DIRECTOR OF ADULT EDUCATION PENROSE

(40 hours per week, exempt)
Position # 270144001

- DATE POSTED:** June 24, 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:** 40 hours per week per the following schedule:

Monday - Friday 8:30 a.m. – 4:30 p.m.
Ability to work a flexible schedule including evening and weekend hours, to travel throughout El Paso County to libraries as well as off-site locations and to represent the program as needed

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. 6086

CLOSING DATE: Open until filled; preference will be given to online application materials received by **July 22, 2019** 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.

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 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.

Director of Adult Education (cont.)

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by providing instructional opportunities in educational basics, language skills, workforce development and other programs as community needs indicate.

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 all aspects of Adult Education programming, including curriculum planning, resource development and promotion to meet strategic plan objectives.
- Provides leadership, guidance, and training to Adult Education staff; serves as an advocate and liaison to other departments on behalf of Adult Education staff and programs.
- Serves as a role model for staff; maintains a courteous, positive image of the library.
- Develops, documents and implements operating procedures for Adult Education staff; communicates and ensures implementation of PPLD 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.
- Provides high level oversight for daily operations that include Adult Basic Education, High School Equivalency, English as a Second Language digital literacy, workforce development, Career Online High School, Aztec GED prep through staff and volunteer facilitated programs.
- Develops and maintains division budgets; authorizes and monitors expenditures. Administers and manages all state or federal grants including progress and outcomes, budgets, and required reports. Maintains confidentiality of student and staff records and interactions.
- Provides high level oversight in developing and approving curricula for ABE, GED, COHS, Aztec GED prep, ESL, digital literacy and workforce development programs. Provides leadership to adult education staff in monitoring instructional goals, objectives and student performance as regulated by the Colorado Department of Education.
- Develops grant proposals for Adult Education projects. Prepares reports for Library leadership and the Annual Performance Report for the Colorado Department of Education.
- Coordinates the publicity for all Adult Education programs with the Chief Communications Officer.
- Establishes relationships with appropriate agencies to collaborate on new and existing programs. Negotiates agreements and contracts with partner organizations to offer services.
- Act as a liaison between the library and the partners on issues related to Adult Education and Family Literacy Act (AEFLA) of 2014 under Title II of the Workforce Innovation and Opportunity Act (WIOA).

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Collaborates with Director of Collection Management to evaluate and manage ABE collections.
- Participates in special projects as assigned, including coordination of Pikes Peak Workforce Outreach naturalization ceremonies, Celebrate Literacy, graduation, Culture Fest and other departmental and district wide events
- Encourages professional development of staff (department and district wide) through participation in community and professional organizations.

Director of Adult Education (cont.)

- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state national, or and international 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 and Adult Education 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 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 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), education, instructional design or related field.
2. Requires a minimum of three years of professional public library or adult education experience, including a minimum of two years of supervisory responsibility.
3. Requires a minimum of two years of experience in fiscal planning, analysis and budget management.
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 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.