



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

DIRECTOR – NORTH REGION LIBRARY 21C

(40 hours per week, exempt)

Position #280230601

DATE POSTED: February 24, 2022

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

STARTING WAGE: \$34.5 per hour - \$43.20 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-Thursday : variable hours between 8 a.m.-9 p.m.
Friday or Saturday : variable hours between 8 a.m.-6 p.m.
Sunday rotation 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](http://ppld.org/on/Jobs) the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter**
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: Open until filled. Preference will be given to applications received by **March 10, 2022** 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.

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 – NORTH REGION (Contd...)

Position Summary: Directs the operations and community engagement activities for the North Region, a large portion of El Paso County; North Region includes Rockrimmon, the Air Force Academy, Northgate, Briargate, Black Forest, Flying Horse, Falcon, Calhan, Gleneagle, Monument, and Palmer Lake. This is an area where El Paso County is experiencing tremendous growth. This position will maintain oversight of the needs of the libraries (Library 21c, Rockrimmon Library, Monument Library, Palmer Lake Library, High Prairie Library, Calhan) and various communities within it.

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 operations and activities, including programming and security, designed to meet strategic plan objectives for branch libraries in a region.
- Supervises branch managers and regional associates within a region.
- Oversees the hiring of new libraries staff in their region; in conjunction with the branch manager, provides coaching and corrective action as necessary for all staff in the region.
- Conducts performance appraisals for branch managers and regional associates; develops goals and activities for individual and group staff development.
- Reviews workload statistics and recommends staffing allocations; advises branch managers in the preparation of staffing requests.
- Coordinates planning with Library Services Directors in the design and implementation of community driven programming and outreach.
- Serves as an advocate and liaison to other departments and provides leadership, guidance, and training to staff throughout the district.
- Develops local community partnerships; engages with local schools, businesses, government agencies and other organizations. Represents the Library at community events and meetings.
- Reviews library operating procedures; communicates and ensures the implementation of PPLD policies.
- Recommends and documents requests for annual 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.
- 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:

- Prepares monthly activity reports and ensures that branch reports are submitted in a timely manner.
- Evaluates and manages the library collection in coordination with Collection Management and in collaboration with branch managers.
- Interacts with Pikes Peak Library District Friends of the Library and Branch Friends groups.
- 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.

DIRECTOR – NORTH REGION (Contd...)

- 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.
- 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, the Pikes Peak Library District Integrated Library 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 and Experience:

1. Requires a Master's degree in library science (MLS or MLIS).
2. Requires a minimum of five years of professional public library experience, including 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 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.