



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

CHIEF LIBRARIAN & CHIEF EXECUTIVE OFFICER
PENROSE LIBRARY
(40 hours per week, Exempt)
Position # 320110001

DATE POSTED: February 03, 2023

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

STARTING WAGE: \$145,000 per year to \$160,000 per year + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week

NOTE: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, 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 the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a 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 or send an email to sgollapalli@ppld.org.

CLOSING DATE: This position is open until filled, with preference given to application materials received by **March 05, 2023, 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, 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.

POSITION SUMMARY: Under limited supervision from the Board of Trustees, supports the Library's mission by implementing short and long range goals in alignment with overall strategies. Assures integrity and excellence in customer service and community engagement and the optimal use of the District staff, collections, and resources. Directs all daily library operations, establishes budgets, and ensures effective and efficient management practices.

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.

- Keeps the Board of Trustees informed of matters affecting the District and aware of best-practices in library services.
- Provides the Board of Trustees with policy and action recommendations, including potential benefits, challenges, and legal requirements; prepares annual budget for Board approval.
- Maintains responsibility and accountability for the effective performance of the Library District consistent with budgets, plans, and policies to provide library services that meet the needs of customers.
- Translates the mission, goals and objectives of the District into assignable responsibilities; establishes levels of responsibility and delegates commensurate authority.
- Establishes and maintains an organizational structure that ensures maximum effectiveness of personnel, facilities, and equipment. Ensures that all positions are essential and are staffed with competent personnel and that work assignments use the skills of employees to the fullest extent possible.
- Ensures the efficient selection, maintenance, and circulation of a responsive and timely collection of print, non-print, and electronic materials.
- Performs long-range planning to facilitate growth and expansion, financial security, and new library services; ensures integration of future requirements with existing operations.
- Monitors and controls performance consistent with plans, objectives, and budgets; accounts for variances and implements corrective actions. Develops and implements administrative procedures, schedules, operating practices, rules, and regulations.
- Develops and maintains personnel management programs and practices designed to attract, develop, equitably compensate, and retain outstanding personnel.
- Initiates and maintains liaison relationships with community leaders, Friends of the Library, Library Foundation, other libraries, professional associations, and local, county, state, and other government officials, as appropriate, to promote and support Library District operations and services.
- Maintains confidentiality and discretion regarding customer, staff, Board of Trustees, and legal interactions.
- Represents the District in professional and civic activities; speaks to interested groups as requested.
- Maintains excellent relationships with the Board of Trustees, staff, customers, volunteers, and professional colleagues.
- Maintains and demonstrates strong commitment to intellectual freedom; creates open processes and procedures for challenges to library materials and services.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Participates in local, state, national, and international library organizations; represents the District at conferences, meetings, or special projects.
- Encourages professional development of District staff through participation in professional organizations.
- Serves on local, state, national, and international professional committees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Expert 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.
- Ability to serve as a role model and mentor to staff.
- Demonstrates knowledge of organizational and management practices as applied to the analysis and evaluation of services, policies, and operational needs.
- Demonstrates knowledge of innovations and best practices in the fields of library science, technology, labor law, and state laws as they pertain to District operations.
- Demonstrates knowledge of the role of a library system in a community and its relationships with other government agencies or community institutions.
- Demonstrates knowledge of public accounting and budget practices, bonds, levies, and legislation affecting library revenue and financing.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills.

MINIMUM QUALIFICATIONS

1. Requires a Master's in Library Science or Master's in Library & Information Science **or** be on track to complete degree within one year of hiring date; Master's degree in public administration or training in public management practices preferred.
2. Requires a minimum of ten years of increasingly responsible library management experience in a role as Director, Assistant Director, Associate Director or equivalent; experience in a comparable multiple branch public library system preferred.
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 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.