



IN-HOUSE COURIER

(TEMPORARY POSITION)

Penrose Library

40 hours per week

Open to all qualified current staff and external applicants

Date Posted: June 30, 2025

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

Starting Wage: \$16.15 per hour - \$19.58 per hour

Position Hours: 40 hours per week per the following schedule:

Monday - Friday: 7 a.m. - 4 p.m.

****This position is a temporary position expected to end on December 31, 2025. This position is not eligible for any benefits**

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/Jobs at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in 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) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until 07/21/2025, 9:59 p.m. MST

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, 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.

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Position Summary

Operates in a diverse environment to help fulfill the Library's mission by providing courier and shipping/receiving services for the District.

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.

- Collects, sorts, delivers and routes all District mail.
- Delivers outgoing mail to designated postal sites.
- Drives library vehicles to deliver and retrieve mail, primarily between Library 21c, Penrose and East Libraries.
- Coordinates distribution of programming materials for various departments.
- Coordinates distribution of non-circulating print materials (e.g., newsletters, handouts and other print communications materials).
- Delivers cash deposits to the bank.
- Examines deliveries that arrive in damaged boxes.
- Distributes incoming deliveries to proper departments.
- Performs mailroom functions and operates postage machine.
- Processes bins of interlibrary loan materials for mailing.
- Performs other related duties as assigned.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- May participate on Library District teams.
- 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:

- Ability to follow verbal or written instructions.
- Ability to communicate effectively in verbal and written form.
- Ability to safely drive a Library owned cargo van.
- Knowledge and application of rules of the road and courteous driving.
- Ability to organize work and perform defined tasks.
- Ability to operate mailroom equipment.
- Ability to establish an efficient courier route.
- Ability to work independently without close supervision.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires a High School Diploma, High School Equivalency Diploma (HSED), or General Education Development (GED). Requires a minimum of 1 year of related work experience.
- Training for OSHA Bloodborne Pathogen certification may be required.

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- Requires valid Colorado driver's license (or the ability to obtain one upon employment); and car insurance coverage at the time of application; and a clean driving record.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position regularly requires working in construction or repair areas that may include noise, cleaning chemicals, or other hazards. Position requires the ability to stand for extended periods of time. Position requires the ability to reach, bend, climb, twist and squat. Position requires the ability to lift up to 65 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. Position also requires exposure to potential hazards, including heights, electrical and chemical hazards. Position requires working in all exterior weather conditions.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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.
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