



DIRECTOR OF COLLECTION MANAGEMENT

Library 21c

40 hours per week, exempt | position #400000412
Open to all qualified current staff and external applicants.

- Date Posted** : March 05, 2026
- Location** : 1175 Chapel Hills Dr., Colorado Springs, CO 80920
- Starting Wage** : \$37.34 per hour - \$47.04 per hour+ full benefits
(for benefits information, please see ppld.org/careers/benefits)
- Position Hours** : 40 hours per week per the following schedule:
- Monday - Friday** : 8 a.m. - 5 p.m.
- Evenings and weekends as required.**

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. **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 April 02, 2026, 9:59 p.m. MDT.

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 and strategic goals by managing employees and directing Districtwide collection management operations and strategy.

Essential Function

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.

- Oversight of all activities within Collection Management, including acquisitions, materials processing, cataloging, Integrated Library System, Interlibrary Loan, Circulation Services coordination, deselection of collection materials, and responsible removal of materials and donations.
- Oversees annual budget for library materials and section operations; monitors expenditures and creates forecasts for future budget recommendations
- Hires, supervises, coaches, and monitors the development of department employees; provides ongoing feedback and prepares performance appraisals as scheduled. Models expected behaviors. Evaluates training needs and provides appropriate learning opportunities.
- Utilizes trends in electronic licensing, access, copyright, and tactical applications for maintaining PPLD collections (including cataloging and metadata, digital collections, product development and print acquisitions). Maintains awareness of developments and new opportunities in the acquisition of and access to collection resources, making strategic recommendations to benefit PPLD patrons and maximize the impact of the materials budget.
- Negotiates vendor contracts, monitors performance, and resolves issues and concerns.
- Develops and implements short-and-long-range plans that support PPLD Strategic Plan objectives.
- Proactively assesses the collection on a continuing schedule; works with the Acquisitions Manager to ensure the collection is developed in response to community needs and interests.
- Acts, along with the Acquisitions Manager, as a resource to the community Libraries in collection development and deselection activities.
- Acts as a PPLD advocate for intellectual freedom, assists with materials challenges, and provides input to the Collection Management Policy.
- Maintains confidential interactions with customers, vendors, and employees.
- Provides excellent customer service; maintains a courteous and positive image of the Library.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of department employees through participation in community and professional organizations.

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- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- 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 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 in collection management and development.
- Ability to encourage a diverse culture and cultivate a collaborative environment; builds high performing teams.
- Ability to supervise, plan, and coordinate the work of employees 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 employees at all levels, the public at large, and vendors.
- Ability to effectively use applications software, including Microsoft 365 applications, SharePoint 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.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires a master's degree in library science (MLS or MLIS).
- Requires a minimum of five years of professional public library experience.
- Requires a minimum of three years of supervisory experience and directing departmental operations.

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 and move equipment weighing up to 30 pounds.

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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 workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require changes to a position's schedule, days, times, and locations at any time as the needs of the Library District change.

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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