



# **LIBRARY ASSISTANT**

## **Manitou Springs Library / Ute Pass Library**

20 hours per week, non-exempt | Position # 151535501

Open to all qualified current staff and external applicants.

**Date Posted:** January 06, 2024

**Location:** 707 Manitou Ave., Manitou Springs, CO 80829  
8010 Severy Rd., Cascade, CO 80809

**Starting Wage:** \$16.89 per hour - \$21.88 per hour + partial benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 20 hours per week per the following schedule:

A Week	:	Monday	:	9 a.m. – 6 p.m.
		Saturday	:	8 a.m. – 5 p.m.
B Week	:	Monday	:	9 a.m. – 6 p.m.
		Friday	:	8 a.m. – 5 p.m.
		Saturday	:	8 a.m. – 5 p.m.

*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](http://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](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until January 20, 2025, at 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.

## **LIBRARY ASSISTANT (contd.)**

### **Position Summary**

Under general supervision, supports the Library's mission through providing direct customer service assistance in circulation functions, basic technology needs, and ensuring accurate and timely access to materials and resources.

### **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.*

- Demonstrates excellent external customer service by greeting patrons throughout the library; creates a welcoming atmosphere; maintains confidentiality in all customer and staff interactions.
- Provides direct public services to patrons as they visit the library, call on the telephone, or communicate in a virtual environment.
- Performs all circulation functions including patron accounts creation and maintenance, checking out materials and equipment, pull lists, processing returns and holds, responding to inquiries regarding customer accounts, and processing payments for fees.
- Assists patrons with locating materials, provides readers' advisory, places hold, and purchase and Interlibrary Loan requests at the service desk or by phone.
- Responds to basic reference questions using Pikes Peak Library District databases, online and/or print resources.
- Assists patrons in using a wide variety of technology including email, Internet access, e-materials, Microsoft Office products, self-checkout, copiers, and printers as needed.
- Uses library meeting room software to assist patrons with room reservations, program registration, and inquiries about library events or activities.
- Shelves books and other library materials in accurate alphabetical, numerical, or Dewey Decimal System order. Reads shelves to ensure materials are in accurate order; maintains a neat appearance, shifting materials as necessary and reporting crowded areas.
- May prepare pull lists and book carts.
- Demonstrates excellent internal customer service and teamwork through assisting other staff or participating in other projects as assigned.
- Proactively participates in ensuring the safety and security of patrons and staff while at the library.
- Demonstrates responsiveness to shifting needs in workflow and departmental needs.

### **Additional Duties and Responsibilities**

*Duties are considered non-essential and include the following:*

- May assist with displays.
- May assist other staff who are delivering programs.
- May perform minor material repairs or weeding as a Collection Management Assistant Collection Evaluator.
- May process periodicals, order office supplies, organize fliers and handouts or other routine clerical duties.
- Keeps informed about Library and department information.
- Attends and participates in training, regular department/library meetings and scheduled All-staff meetings.

## **LIBRARY ASSISTANT (contd.)**

- May provide staffing assistance at other Pikes Peak Library District locations.
- May serve on district-wide teams.
- May submit monthly activity report.
- Performs other job-related duties as requested.

### **Required Knowledge, Skills, and Abilities**

*The employee is expected to perform or possess the following:*

- Knowledge of the Pikes Peak Library District's policies and procedures.
- Ability to act as an ambassador of Pikes Peak Library District by promoting the mission and vision to the public.
- Ability to maintain effective, productive relationships with patrons and staff; calmly and effectively assist patrons in difficult or stressful situations.
- Demonstrates ability to effectively use applications software, including Microsoft 365, SharePoint, Word, Excel, and Outlook, along with standard office equipment and specialized library software.
- Knowledge of basic skills such as alphabetical and numerical filing.
- Ability to learn and use a variety of standard library office equipment, and cash register.
- Demonstrates effective verbal and written communication skills; understands and follows verbal and written instructions.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Ability to effectively perform sorting, shelving, retrieval, and circulation of materials by using step stools and appropriate lifting methods, including ability to lift up to 35 pounds safely. Position includes repeated lifting, bending, stretching, standing, and walking for extended periods of time.
- Ability to stand for up to four hours.
- 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:**

- High School Diploma or GED.
- Ability to demonstrate experience working with computers required.
- Requires one year of customer service.
- Requires passing of a Post Offer Pre-employment Physical test.
- Bilingual ability is a plus in serving a diverse community.

### **Physical and Environmental Conditions:**

Work is conducted in a normal office setting that provides comfortable lighting, temperature, and air conditions. Regular lifting, up to 35 pounds, is required. Successful completion of the Physical Demands assessment is required of staff new to this position.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms. Use of safe workplace practices with any and all equipment and observance of all safety regulations is required.

## **LIBRARY ASSISTANT (contd.)**

### **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.
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