



LIBRARY STUDIO SPECIALIST

Library 21c

40 hours per week, non-exempt

Open to all qualified current staff and external applicants.

Date Posted: August 08, 2024

Location: 1175 Chapel Hills Dr, Colorado Springs, CO 80920

Starting Wage: \$19.57 per hour+ full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week

Monday : 9 a.m. – 6 p.m.

Tuesday – Thursday : 11 a.m. – 8 p.m.

Friday : 9 a.m. – 6 p.m.

Some Saturdays 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. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
3. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
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 August 22, 2024, at 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.

LIBRARY STUDIO SPECIALIST (contd.)

Position Summary

Operates in a diverse environment to help fulfill the Library's mission by supporting patrons using library resources and creative spaces.

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.

- Provides high level technology, makerspace, and studio support to customers, including providing individualized assistance that requires expert knowledge of equipment and software.
- Provides a wide variety of public services for customers as they visit the library, call on the telephone, or communicate in a virtual environment. Works combined circulation/service desks.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all customer and staff interactions; models exemplary customer service behaviors for library staff.
- Provides assistance and information about library services, collections, and procedures; assists customers with complex searches for materials or online information, technology support, and community resources.
- Working with PPLD Programming, may implement programs as assigned; trains program volunteers, promotes programs through established community contacts and internal departments.
- Assist with Studio inventory of filming, photography, lighting, audio, and other related equipment.
- Maintain records; track data and prepare reports as needed.
- Acts as person-in-charge as assigned; assumes responsibility for safe and effective operation of the library; ensures that incident and insurance reports are completed accurately and submitted as required.
- Acts as a resource provider for Creative Services.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keep informed about Library and department operations.
- Maintain technical knowledge in all aspects of video, audio, and photo production, in addition to staying current on emerging trends. Assists with other support activities such as troubleshooting computer and office equipment, compiling data, monitoring/ordering office or program supplies, and specialized library software and equipment contained in Creative Spaces.
- May participate in the development, implementation, and review of policies, procedures, equipment acquisition, and related budgets.
- Provides support for special projects, services, and activities, as assigned.

LIBRARY STUDIO SPECIALIST (contd.)

- Engage in professional development and educational opportunities, including participation in community and professional organizations.
- Attend regular department, All-Staff, and any other required meetings
- Perform other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of Pikes Peak Library District's policies and procedures with the ability to follow them.
- Ability to act as an ambassador of PPLD by promoting its mission and vision to the public.
- Knowledge of the department's guidelines, standards, and priorities.
- Knowledge of video, audio, and graphic editing, and compositing.
- Demonstrates skills in using video, audio, and photo editing software.
- Demonstrates excellent verbal, written, and interpersonal communication skills.
- Ability to provide superior customer service during all interactions and exhibit professional demeanor in all situations.
- Demonstrates strong time management skills and attention to detail with an ability to focus and prioritize projects.
- Understanding of copyright regulations and patron privacy.
- Demonstrate proficiency using applications software, including Microsoft Office Suite, along with standard office equipment.
- Must be responsive, adaptable, and supportive team player who values collaboration.
- Demonstrate ability to work in a diverse environment, organize daily work, and meet deadlines in a fast-paced, detail-rich environment.
- Ability to work a flexible schedule, including evenings, and/or weekends.
- 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:

1. Requires at least 2-4 years of professional experience with video and audio production and editing.
2. Requires an Associate's degree in video production or another related field.
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 50 pounds. This position requires the ability to set up a camera, lighting, and sound equipment.

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

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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