



**VACANCY ANNOUNCEMENT**  
*Open to all qualified current staff*

**PROGRAM COORDINATOR  
REGIONAL HISTORY & GENEALOGY  
PENROSE LIBRARY**

**(40 hours per week, exempt)**

**Position # 220630001**

- DATE POSTED:** July 21, 2022
- LOCATION:** 20 N Cascade Ave., Colorado Springs, CO 80903
- STARTING WAGE:** **\$24.05** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week with the following schedule:  
**Monday – Friday : 8 a.m. – 5 p.m.**  
**Weekends and evenings 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](http://ppld.org/Jobs) at the Application Tab
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Only Job PPLD Online Application will be considered. A cover letter and resume may be requested later in the application process.**
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:** Preference for application materials received by **August 25, 2022 at 9:59 p.m. MDT**

**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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**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.

## **PROGRAM COORDINATOR – REGIONAL HISTORY & GENEALOGY (cont.)**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission by providing comprehensive, customer-focused public services, planning/conducting programs, or participating in targeted activities for a designated age group, population or service function.

### **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.*

- Lead and support history and genealogy programs to libraries, community groups, and educational institutions.
- Develops, implements, delivers, and evaluates community programs such as lectures, performances, film series, classes and curriculum, exhibits, and resource kits.
- Promotes library services through tours, demonstrations, talks, and displays; may teach classes on history and genealogy to external and internal patrons.
- Coordinates collection of oral histories: including project planning, interviewing, coordinating metadata, and collaborating for public accessibility.
- Collaborates with, and nurtures relationships with community partners, arts organizations, and education institutions. Provides outreach to develop community relationships.
- Serves as an advocate for community stakeholders.
- 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 specialized assistance and information about library services, collections, and procedures; assists customers with an advanced level of assistance in finding materials or online information, technology support, and community resources.
- Provides leadership for specialized projects, services, programs and activities related to departmental strategic goals and objectives; serves on project teams or committees.
- Plans, coordinates, and implements assigned projects related to organizational goals and objectives.
- Coordinates scheduling of Special Collections tours and outreach programs.
- Compiles and analyzes data and research to assist with decision-making; makes recommendations for new initiatives or solutions to challenges.
- Collaborates with internal partners to produce marketing material for history and genealogy programs.
- Provides guidance and additional training to other staff.

### **Additional Duties and Responsibilities**

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

- May act as person-in-charge as assigned; assumes responsibility for safe and effective operation of the library; ensures that security and safety reports are completed accurately and submitted as required.
- Assists in budgeting process.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.
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- Performs other job-related duties as assigned.

## **PROGRAM COORDINATOR – REGIONAL HISTORY & GENEALOGY (cont.)**

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

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

- Knowledge of outcome-based evaluation; ability to evaluate programs and outputs.
- Ability to develop and conduct training.
- Knowledge of principles and practices of oral histories.
- Demonstrates thorough knowledge of public history trends, processes, and best practices.
- Ability to set and manage project schedules, and organize and lead meetings.
- Thorough 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 to the public.
- Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers, coworkers, and with staff at all levels.
- Demonstrates commitment to principles of intellectual freedom and all aspects of customer diversity.
- Ability to work independently and effectively organize daily work under general supervision.
- Ability to effectively train others.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, ILS system, along with standard office equipment. Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

### **Education and Experience:**

1. Requires a Master's degree in Library Science (MLS or MLIS), History, Museum Studies or in a related field, (MLS or MLIS preferred).
2. Requires a minimum of two years of relevant experience in either library, museum or a similar cultural organization.
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 35 pounds. Position requires the ability to push a loaded book truck.

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.