



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# PROGRAM LOGISTICS SUPPORT ASSISTANT LIBRARY 21 C

**(24 hours per week, non-exempt)**

**Position # 150431601**

**DATE POSTED:** November 14, 2022

**LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920

**STARTING WAGE:** **\$15.30** per hour + partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

**POSITION HOURS:** **24** hours per week per the following schedule:

Monday	: 2 p.m. – 8 p.m.
Tuesday	: 2:30 p.m. – 8 p.m.
Wednesday	: 2:30 p.m. – 8 p.m.
Thursday	: OFF
Friday	: OFF
Saturday	: 9 a.m. – 6 p.m.

**\*Schedule subject to change when Library expands hours of operation**

**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. **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.

**CLOSING DATE:** Online application materials must be received by **November 28, 2022 at 9:59 p.m. MST**

### 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.

---

**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 LOGISTICS SUPPORT ASSISTANT (cont.)**

**Position Summary:** This position operates in a diverse environment to help fulfill the mission of the Library by connecting with patrons and non-traditional library users, supporting strategic collaborations, and promoting the Library to the community. This position facilitates public access to and usage of meeting and performance spaces and technology at Library 21C.

### **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.*

- Approves reservation requests for Library 21c.
- Provides internal details for all reservations to other staff, such as facilities or audio and visual staff, to ensure that usage, set-up, and equipment needs are met.
- Screens customer requests to ensure reservation is complete and complies with all Pikes Peak Library District regulations and procedures. Ensures accuracy of scheduled public reservation details.
- Supports audio and projection systems to ensure successful public and staff use.
- Coordinates and executes set up and tear-down of furniture and equipment to accommodate public and staff use.
- Interacts with Facilities and Security to provide coverage of events and activities occurring on weekends and evenings.
- Maintains active knowledge of current activities and issues.
- Supports additional promotional/public services functions of the department as assigned.
- Compiles and submits monthly statistics.
- Works at the public desk assisting customers with materials check-out/check-in, new card registration, and other information requests.
- Supports the monitoring of meeting room furniture, equipment, and supplies; makes recommendations for repairs, replacements, or additional purchases.

### **Additional Duties and Responsibilities**

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

- Keeps informed about Library and department information.
- 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:*

- 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 knowledge of current Library programs and services.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with customers and coworkers.

## **PROGRAM LOGISTICS SUPPORT ASSISTANT (cont.)**

- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- 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 high school diploma or G.E.D.
2. Requires at least two years of direct public service experience.
3. Must have basic knowledge of event planning or meeting coordination.
4. Must have basic knowledge of audio, lighting, and projection systems.
5. Must have public service experience in a commercial or retail environment.
6. Must be able to coordinate and manage multiple activities in a timely and professional manner.
7. Ability to work as part of a team, have a “whatever-it-takes” work ethic, and an excellent customer service attitude.
8. Must have the desire to build skills and support departmental functions.
9. Requires passing of a Post Offer Pre-employment Physical test.

### **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 reach, bend, climb, twist and squat. Position requires the ability to lift up to 50 pounds, setting up lighting and sound equipment, camera booms and tripods.

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.