



PROGRAM LOGISTICS ASSISTANT

Penrose Library

20 hours per week, non-exempt | Position # 150431201, 151531212

Open to all qualified current staff and external applicants.

Date Posted: September 26, 2024

Location: 20 N Cascade Ave., Colorado Springs, CO 80903

Starting Wage: \$15.30 per hour + partial benefits
(for benefits information, please see ppld.org/careers/benefits)

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

Position #150431201

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|--------|-----------------|-----------------|-----------------|-----------------|
| Week 1 | Monday | Wednesday | Thursday | Friday |
| | 8 a.m. - 5 p.m. | 3 p.m. - 7 p.m. | 3 p.m. - 7 p.m. | 1 a.m. - 5 p.m. |

| | | | | |
|--------|-----------------|-----------------|-----------------|-----------------|
| Week 2 | Tuesday | Wednesday | Thursday | Saturday |
| | 3 p.m. - 7 p.m. | 3 p.m. - 7 p.m. | 3 p.m. - 7 p.m. | 8 a.m. - 5 p.m. |

Every 6th Friday:

| | | | | |
|--|-----------------|-----------------|------------------|-----------------|
| | Tuesday | Wednesday | Friday | Saturday |
| | 3 p.m. - 7 p.m. | 3 p.m. - 7 p.m. | 8 a.m. - 12 noon | 8 a.m. - 5 p.m. |

Position #151531212

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|--------|-----------------|-----------------|-----------------|-----------------|
| Week 1 | Tuesday | Wednesday | Thursday | Saturday |
| | 9 a.m. - 1 p.m. | 9 a.m. - 1 p.m. | 9 a.m. - 1 p.m. | 8 a.m. - 5 p.m. |

| | | | | |
|--------|-----------------|-----------------|-----------------|-----------------|
| Week 2 | Monday | Tuesday | Wednesday | Friday |
| | 8 a.m. - 5 p.m. | 9 a.m. - 1 p.m. | 9 a.m. - 1 p.m. | 9 a.m. - 1 p.m. |

Every 6th Friday:

| | | | | |
|--|-----------------|-----------------|-----------------|------------------|
| | Monday | Tuesday | Wednesday | Friday |
| | 8 a.m. - 5 p.m. | 9 a.m. - 1 p.m. | 9 a.m. - 1 p.m. | 8 a.m. - 12 noon |

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.

PROGRAM LOGISTICS ASSISTANT (contd.)

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 October 10, 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.

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, promoting the Library to the community, and providing direct customer service assistance in circulation functions, basic information and technology needs, and ensuring accurate and timely access to materials and resources. This position facilitates public access to and usage of library meeting and performance spaces and technology.

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.
- Approves event, meeting, and study room reservation requests for the Library.
- 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 policies and procedures. Ensures accuracy of scheduled public reservation details.
- Demonstrates proficiency in the use of library meeting room software for reservations and event creation and supports staff in use of library meeting room software.
- In collaboration with IT, 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.
- Supports additional public services functions as assigned.
- Compiles and submits monthly statistics.

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- Provides direct public services to customers as they visit the library, call on the telephone, or communicate in a virtual environment.
- Performs all circulation functions including customer account creation and maintenance, checking out materials and equipment, pull lists, processing returns and holds, responding to inquiries regarding customer accounts, and taking payments for fees.
- Assists patrons with locating materials, provides readers' advisory places holds, 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 wide variety of technology including email, Internet access, e-materials, Microsoft Office products, self-checkout, copiers, and printers as needed.
- 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.
- 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:

- May assist with displays.
- May assist other staff in providing library programs or outreach.
- 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.
- 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. and ability to implement them.
- 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.

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- Ability to learn and perform basic computer skills and library systems computer functions.
- 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.
- 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:

1. Requires a high school diploma or G.E.D.
2. Requires at least two years of direct public service experience.
3. Basic knowledge of event planning or meeting coordination preferred.
4. Basic knowledge of audio, lighting, and projection systems preferred.
5. Must be able to coordinate and manage multiple activities in a timely and professional manner.
6. Ability to work as part of a team, have a "whatever-it-takes" work ethic, and an excellent customer service attitude.
7. Must have the desire to build skills and support departmental functions.
8. Requires passing of a Post Offer Pre-employment Physical test.

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.

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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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