



# **PUBLIC SERVICES ADMINISTRATIVE SPECIALIST**

## **Penrose Library**

40 hours per week, non-exempt

Open to all qualified current staff and external applicants.

**Date Posted:** June 28, 2024

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

**Starting Wage:** \$17.85 per hour + full benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 40 hours per week per the following schedule:

Monday - Friday: 8 a.m. - 5 p.m.  
Evenings and weekends 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. 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 July 16, 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.

## **PUBLIC SERVICES ADMINISTRATIVE SPECIALIST (contd.)**

### **Position Summary**

This position operates in a diverse environment to help fulfill the Library's mission by providing administrative support to the Chief Public Services Officer and the public services departments.

### **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.*

- Performs all administrative duties, including telephone and email communications to both internal and external clients, scheduling, document preparation, and overall office maintenance.
- Maintains Chief Public Services Officer's and the joint Public Service Directors' calendar; schedule and record meeting minutes; and develop and maintain monthly and annual reports for a variety of levels.
- Serves as first point of contact for Chief Public Services Officer, maintains e-mail, calendar, screens visitors; responds to public, staff, or community leader inquiries. Is a courteous and welcoming point of contact.
- Maintains confidentiality and discretion regarding Library Leadership and Board of Trustees actions.
- Prepares letters, memos, reports, purchase requests, and other documents for signature.
- Compiles Public Services data and prepares monthly reports.
- Routes incoming mail and performs miscellaneous clerical duties; maintains paper and electronic file systems for public services documents.
- Coordinates Chief Public Services Officer's and Public Services Directors' travel, invoicing, reimbursements, and mileage reports.
- Maintains and orders office supplies.
- Conducts research in support of projects and assignments for the department and organizational initiatives.
- Participates in special projects as needed.

### **Additional Duties and Responsibilities**

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

- Keeps informed about Library operations services, policies, and procedures.
- Provides back-up support to other administrative assistants or senior managers as needed.
- Attends regular department meetings and scheduled all-staff meetings.
- May participate on Library District teams. Provides assistance with occasional internal events, including information packet preparation, compilation of RSVPs, purchase of refreshments and supplies, and registration or information duties.
- Performs other job-related duties as assigned.

## **PUBLIC SERVICES ADMINISTRATIVE SPECIALIST (contd.)**

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

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

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and the 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 detailed knowledge of Library objectives and priorities.
- Demonstrates excellent verbal and written communication skills, including accurate data entry, proofreading, and editing.
- Maintains effective relationships with staff, community members, and the Board of Trustees.
- Demonstrates ability to use applications software, including Microsoft Word, Excel, Teams, Smartsheets, 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.
- 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 Associate's degree.
2. Requires a minimum of two years of related clerical and administrative experience.
3. Requires a valid driver's license or the ability to obtain one.

### **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. Ability to push a loaded book truck required.

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.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

## **PUBLIC SERVICES ADMINISTRATIVE SPECIALIST (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, In accordance with Colorado law.
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