



SENIOR LIBRARIAN - ACQUISITIONS

Library 21c

40 hours per week, exempt | Position #232929003

Open to all qualified current staff and external applicants

Date Posted: March 14, 2025

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

Starting Wage: \$26.09 per hour - \$32.87 per hour + full benefits
(for benefits information, please see ppld.org/careers/benefits)

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

Monday - Friday : 8 a.m. - 5 p.m.

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.
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 April 04, 2025, 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.

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Position Summary

Operates in a diverse environment to help fulfill PPLD's mission by guiding District-level acquisition of a robust and current print and digital adult nonfiction collection through engagement with staff, vendors, the community, and other libraries.

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.

- Selects physical and digital adult nonfiction and foreign language materials as part of centralized collection development for the Library District, by researching available materials, anticipating trends, and analyzing usage.
- Determines selection process for assigned collection areas including when to place orders, sources to use for title reviews and recommendations, quantities to order, and when to refresh time sensitive subject areas.
- Assists with periodic review of Collection Development Policy and provides input to materials reconsideration requests.
- Creates regular weeding reports, processes damaged materials, and evaluates purchase requests.
- Assists with employee training on library materials and resources, including the Assistant Collection Evaluators (ACE) program.
- Participates in recommending annual budget allocations and is responsible for tracking related expenditures and monitoring assigned budgets.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all patron and staff interactions; models exemplary customer service behaviors for library employees.
- Compiles and analyzes data and research to assist with decision-making; makes recommendations for new initiatives or solutions to challenges.
- Anticipates challenges due to seasonal workflow, emerging technology, and evolving community dynamics; helps set priorities for adapting to systemic change.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about library and department information.
- Provides backup for other Acquisitions employees as needed.
- Participates in special projects as assigned.
- Attends regular department meetings and scheduled All-staff meetings.
- Creates and maintains training materials for the position.
- May provide coverage of the public service desk.

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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 ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Responds well to feedback by using emotional intelligence, critical thinking, expertise, and judgement to create customer-focused solutions.
- Demonstrates thorough knowledge of library trends, processes, and best practices.
- 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 patrons, coworkers, and with employees 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 365, Word, Excel, Outlook, SharePoint, and Integrated Library System, 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.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires a master's degree in library science (MLS or MLIS).
- Requires a minimum of two years of library experience.
- Two years of collection development experience focused on adult nonfiction is preferred.
- 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 and move equipment weighing 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 workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

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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.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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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