

SENIOR LIBRARY ASSOCIATE

EARLY LITERACY

The Hall

40 hours per week, non-exempt

Open to all qualified current staff and external applicants.

Date Posted: May 29, 2025

Location: 20 W Pikes Peak Ave., Colorado Springs, CO 80904

Starting Wage: \$19.60 per hour - \$24.30 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.
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 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 June 18, 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.

SENIOR LIBRARY ASSOCIATE – EARLY LITERACY (contd.)

Position Summary

Operates in a diverse and fast paced environment to help fulfill the Library's mission and strategic goals by providing increasingly complex patron-focused public service and creating District-wide services for caregivers and children ages 0-5.

Essential Function

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.

- Plans, creates, and delivers District-wide programs supporting early literacy, creates program materials and kits; orders supplies; and provides training and support to program staff.
- Coordinates schedules for program kit distribution to Branch locations.
- Engages in community outreach and offsite programming to organizations serving families and children ages 0-5 to expand visibility and partnerships with the Library and community.
- Provides support to District-wide events and services for all ages
- Assists in maintaining the staff Storytelling collection; trains and assists other employees in the use or maintenance of that collection and may recommend material purchase.
- Assist with the Toy Library. Acts as a resource provider for early literacy.
- Provides guidance and training to other employees for early literacy. Provides support for specialized projects, services, programs, and activities for children 0-12.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all patron and employee interactions.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Performs other support activities such as troubleshooting computer and office equipment, compiling data, and monitoring/ordering office supplies.
- Acts as person-in-charge as assigned; assumes responsibility for safe and effective daily operation of the library in the absence of a supervisor; ensures that security and safety reports are completed accurately and submitted as required.
- Keeps informed about Library and department information.
- Attends regular department meetings, District 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 services and trends.
- Ability to work independently and effectively organize daily work under general supervision.

SENIOR LIBRARY ASSOCIATE – EARLY LITERACY (contd.)

- Knowledge of more complex computer technology and applications and ability to effectively train others.
- Ability to work as part of a team, demonstrating an excellent internal and external customer service attitude and meeting deadlines in a fast-paced, detail-rich environment.
- Has in-depth knowledge of Every Child Ready to Read to guide early literacy services and resources for the District.
- 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 ability to effectively use applications software, including Microsoft 365 applications, SharePoint, Word, Excel, and Outlook, along with standard office equipment.
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires a bachelor's degree in any field, early childhood development preferred
- Requires a minimum of two years of customer service (library experience preferred).
- Requires experience with computer equipment and software applications.
- 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. 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.

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.

SENIOR LIBRARY ASSOCIATE – EARLY LITERACY (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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