



SENIOR LIBRARY ASSOCIATE PROGRAMMING

Penrose Library

40 hours per week, non-exempt | Position # 170920102

Open to all qualified current staff and external applicants.

Date Posted: June 27, 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)

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 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.

SENIOR LIBRARY ASSOCIATE – PROGRAMMING (contd.)

Position Summary

Operates in a diverse 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 young adults (ages 13-24) and adults.

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.

- Plans, creates, and delivers District-wide programs for young adults (ages 13-24) and adults; creates program materials, kits, and handouts to promote programs.
- Coordinates schedules for program kit distribution to Branch locations.
- Provides increasingly complex direct public services, including higher level technology support and more advanced reference assistance, to patrons as they visit the library, call on the telephone, or communicate in a virtual environment.
- Engages in community outreach and offsite programming, such as Colorado Springs Comic Con, to expand visibility and partnerships with the Library and community.
- Serves as the Patron Experience Liaison, working with branch liaisons and Communications staff to plan programs or distribute kits for young adult and adult outreach events.
- Provides oversight to District-wide events and services, such as camp-style summer learning experiences for teens and adults, with Librarian/Managerial direction.
- Acts as a resource provider for young adult and adult services.
- Provides support and training to other staff or volunteers.
- Provides support for specialized projects, services, programs, and activities for the Programming Department.
- May update and maintain LibGuides on specific topics, such as Colorado Parks & Recreation.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all patron and staff 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 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:

SENIOR LIBRARY ASSOCIATE – PROGRAMMING (contd.)

- 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.
- 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 customer service attitude and meeting deadlines in a fast-paced, detail-rich environment.
- 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 staff at all levels.
- Demonstrates ability to effectively use applications software, including Microsoft SharePoint, Word, Excel, Access, 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:

1. Requires a Bachelor's degree (in any field).
2. Requires a minimum of two years of customer service (library experience preferred).
3. Requires experience with computer equipment and software applications.
4. 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.

SENIOR LIBRARY ASSOCIATE – PROGRAMMING (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.
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