



# STRATEGIC SERVICES LIBRARIAN

## NON-PROFIT

### Penrose Library

40 hours per week, exempt | Position # 241944003

Open to all qualified current staff and external applicants.

**Date Posted:** June 13, 2025

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

**Starting Wage:** \$28.26 per hour - \$35.29 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 14, 2025, 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.

## **STRATEGIC SERVICES LIBRARIAN – NON-PROFIT (contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission by providing specialized subject matter expertise and participating in targeted activities for the nonprofit community.

### **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.*

- Provides expert level assistance and information on all aspects of nonprofit startup and operations and connect patrons with resources available at PPLD and the Pikes Peak region ;
- This position works with little supervision to assist customers with an advanced level of assistance in finding materials or online information, technology support, and community resources both in-person and virtually for the Establishes and maintains District-wide partnerships with local organizations serving the nonprofit community; serves on boards and committees as the Pikes Peak Library District (PPLD) representative. Will coordinate quarterly gatherings of area nonprofits to discuss events and trends in collaboration with Colorado Nonprofit Association.
- Proposes, plans, and implements topical workshops and classes at Library locations and throughout the community. Will provide instruction or find qualified vetted instructors for nonprofit classes and workshops
- Represents the Library at community events, speaking engagements, programs, and area expos; creates engaging displays to promote strategic services in the community.
- Evaluates the level and quality of the collections of the assigned strategic service at each PPLD location and makes recommendations for materials in all formats, equipment, and policy changes.
- Provides excellent customer service and maintains a courteous, positive image of the library; maintains confidentiality in all customer and employee interactions; models exemplary customer service behaviors for Library employees.
- Provides support for Library employees when working with customers with general nonprofit questions; conducts Finding Info classes to staff on a scheduled basis to train staff on nonprofit databases and resources.
- Fiscal responsibility for the El Pomar grant budget. Compiles and reports usage and program statistics for the Library District; provides administrative oversight for grant implementation and reporting.
- Provides work direction for assigned projects; provides guidance and training to other employees.

### **Additional Duties and Responsibilities**

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

- Provides leadership for specialized projects, grant requests, services, programs, and activities related to strategic assignments; serves on project teams or committees.
- Ability to work independently and effectively organize daily work under general supervision.
- Continually participates in professional development through educational opportunities, review of articles and other materials, and attending conferences to keep skills relevant and timely.
- Keeps informed about Library and department information.

## **STRATEGIC SERVICES LIBRARIAN – NON-PROFIT (contd.)**

- May act as person-in-charge.
- 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:*

- Thorough knowledge of the PPLD's policies and procedures and ability to follow them.
- Ability to act as an ambassador of PPLD by promoting its mission and vision to the public.
- Demonstrates advanced knowledge of library trends, processes, and best practices.
- Demonstrates expert knowledge in the area of nonprofits. .
- Demonstrates ability to exhibit sound judgment and critical thinking skills in decision making and exhibit a professional demeanor in public interactions; thinks and acts appropriately under pressure.
- Demonstrates ability to apply standard research methods to gather information on current topics of professional interest.
- 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 customers, 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.
- Demonstrates excellent public speaking and presentation skills.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Demonstrates ability to effectively use applications software, including Microsoft 365 applications, SharePoint, Word, Excel, and Outlook, 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 of library science degree (MLS or MLIS).
- Requires a minimum of three years of library experience.
- Experience in working with the strategic population and/or college coursework in that discipline 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

## **STRATEGIC SERVICES LIBRARIAN – NON-PROFIT (contd.)**

requires the ability to lift 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 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.

### **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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