

# STRATEGIC SERVICES LIBRARIAN – NON PROFIT

Position #230244003

## Adult Education | Exempt 40 hours per week | Full time

<b>Date Posted</b>	April 30, 2024
<b>Location</b>	20 N Cascade Ave., Colorado Springs, CO 80903
<b>Starting Wage</b>	\$ 25.75 per hour + full benefits (for benefits information, please see: <a href="http://ppld.org/jobs/benefits">http://ppld.org/jobs/benefits</a> )
<b>Position Hours</b>	40 hours per week

**Monday – Friday : 8 a.m. – 5 p.m.**  
**Occasional evenings and weekends as required.**

**Note:** The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### Procedure for application:

1. Complete a PPLD online application located at [ppld.org/careers](http://ppld.org/careers) on the Application tab. If it is an internal only job posting, please log in to ESS to fill the application.
2. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, x6380 or send an email to [sgollapalli@ppld.org](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until **May 13, 2024, at 9:59 p.m. MDT.**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission and strategic goals by providing comprehensive, patron-focused public services, planning/conducting services, or participating in targeted activities for the Non-Profit sector in the Pikes Peak Region. This position requires flexibility, collaboration, communication, and the ability to identify priorities and shift focus quickly.

## Essential Functions:

*Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- As the Non-Profit subject matter expert, plans and conducts programs, and instructs classes and trainings for patrons and staff.
- Provides leadership for specialized projects, services, programs, and activities; serves on project teams, and external committees and boards.
- Provides work direction for assigned projects; provides guidance and training to other staff.
- Acts as a special resource provider in Non-Profit services and the Rob Hilbert [Nonprofit](#) Resource Center and maintain grant funds awarded by the El Pomar Foundation.
- Utilizes specific service area expertise to provide specialized and advanced level of assistance and information within general library services in the library, via telephone or virtually.
- May coordinate and engage in community outreach and offsite programming to expand visibility and partnerships with the library and community.
- Promotes library services through tours, demonstrations, talks, and displays.
- Manage specific projects, programs, or events, evaluate/select materials for a specific collection, and maintain responsibility for specific databases and LibGuides.
- 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.
- 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 staff.
- Organizes and maintains specialized files and databases.

## Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about library and department information.
- Attends regular department meetings and scheduled All-staff meetings.
- May act as person-in-charge as assigned; assumes responsibility for safe and effective operation of the library; ensures that security and safety reports are completed accurately and submitted as required.
- Performs other job-related duties as assigned.

## Required Knowledge, Skills, and Abilities:

- 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.
- 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 staff 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 SharePoint, Word, Excel, Access, and Outlook, Integrated Library System, along with standard office equipment.
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.
- 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:**

1. Requires a Master's degree in library science or library information science.
2. Requires a minimum of two years of library experience.
3. Non-profit and budget experience preferred
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. 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.

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.

**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.