



# LIBRARY SUPERVISOR 2

## Monument Library & Palmer Lake Library

40 hours per week, exempt | Position # 200436001

Open to all qualified current staff and external applicants.

**Date Posted:** July 16, 2024

**Location:** 1706 Lake Woodmoor Dr., Monument, CO 80132 (Monument Library)  
66 Lower Glenway, Palmer Lake, CO 80133 (Palmer Lake Library)

**Starting Wage:** \$21.30 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 - Tuesday	: 8 a.m. - 5 p.m.
Wednesday	: 10 a.m. - 7 p.m.
Thursday	: 8 a.m. - 5 p.m.
Friday	: 9 a.m. - 6 p.m.

\*May work occasional Saturdays.

*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 29, 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.

## **LIBRARY SUPERVISOR 2(contd.)**

### **Position Summary**

Operates in a diverse environment to help fulfill the Library's mission by providing patron-focused library circulation and information services, supervising circulation staff, and participating in a wide variety of support activities and programming.

### **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.*

- Directs daily circulation operations for assigned library or multiple locations, including all circulation functions, registration, customer accounts, shelving, and other support activities including routine facility and IT maintenance needs.
- Manages and assigns daily workflow; creates and adjusts work schedules in coordination with District staff, as needed.
- Ensures that materials are returned and shelved in a timely manner. Ensures that holds and incoming materials are processed in a timely manner for the best customer service.
- In conjunction with the Branch Manager, supervises, provides leadership, guidance, and training to library staff. Conducts performance appraisals for direct reports and volunteers; verifies and approves timesheets and trains new employees.
- May serve as the Volunteer Supervisor at the branch. Works with Pikes Peak Library District's Volunteer Coordinator to advertise library volunteer opportunities and complete District in-processing. Responsible for overseeing the training, scheduling, coaching and recognition for assigned library volunteers. Reports volunteer hours to the Library's Volunteer Coordinator monthly.
- Participates in or leads the interview and selection process for new staff; may participate in staff terminations as necessary.
- Provides excellent direct customer service and acts as a role model for staff; presents a courteous, positive image of the Library and maintains confidentiality in customer and staff interactions.
- Oversees library operations in the occasional absence of the Branch Manager, on a short-term basis.
- Works at the public desk providing reference, readers advisory, and circulation services, and resolves account inquiries or disputes.
- Contributes to the evaluation and management of the library's material collections.
- Acts as Person-in-Charge in absence of the manager; assumes responsibility for safe and effective operation of the library, including initiation of emergency procedures as needed; ensures that incident and insurance reports are completed and submitted.
- Maintains accountability for cash and checks; works with Finance staff to provide reports and regularly scheduled accounting. Authorizes petty cash purchase orders.
- Submits Facilities work orders and IT Help Desk tickets in coordination with library staff.
- May compile and report monthly statistics and library activities to the Branch Manager.

## **LIBRARY SUPERVISOR 2(contd.)**

### **Additional Duties and Responsibilities**

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

- Keeps informed about Library information.
- Makes operational and budgetary recommendations to the Branch Manager.
- May serve as back-up or support for other programming and outreach needs.
- May serve as an IT or art gallery liaison for the library.
- Participates in special projects as assigned.
- May serve on Library teams.
- May attend or serve on local community committees.
- Facilitates and attends regular department/library meetings.
- Attends and participates in training, regular department/library meetings and scheduled All-staff meetings.
- Submits monthly activity report.
- 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 implement them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates knowledge of circulation policies, procedures, and best practices.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Demonstrates excellent verbal and written communication skills; resolves conflicts with tact and discretion.
- Demonstrates excellent ability to build and maintain effective relationships with patrons, circulation staff, and staff at all levels and locations within the Library District.
- Demonstrates advanced ability to effectively use applications software, including Microsoft Soft 365, SharePoint, Word, Excel, and Outlook, along with standard office equipment and specialized library software and equipment contained in makerspaces.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Education and Experience:**

1. Requires a high school diploma or equivalent. Associate or bachelor's degree is preferred.
2. Requires a minimum of two years of library or customer service experience.
3. Requires a minimum of two years of experience supervising staff.
4. Bilingual or multilingual ability is a plus in serving a diverse community.

## **LIBRARY SUPERVISOR 2(contd.)**

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditioning. 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 fully loaded book truck weighing up to 120 pounds.

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.

### **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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