



SENIOR LIBRARIAN – YOUNG ADULT SERVICES

The Hall

40 hours per week, non-exempt | Position #220123001
Open to all qualified current staff and external applicants

Date Posted: July 30, 2024

Location: 20 W Pikes Peak Ave, Colorado Springs, CO 80903

Starting Wage: \$24.05 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.
Occasional 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 filled.

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.

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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 young adults (ages 13-24) population, or service function. This position requires flexibility, collaboration, communication, and the ability to identify priorities and shift focus quickly.

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 and conducts programs, District-wide for patrons with an emphasis on young adults (13-24 year olds)
- Serves as the Volunteer Coordinator for the Programming Department; overseeing Paws to Read, Teen Volunteers, and more!
- Oversees the Programming Department's training schedule. Provides training to staff, schools, and volunteers.
- Plans, coordinates, and implements assigned projects.
- Provides leadership for specialized projects, services, programs, and activities; serves on project teams or committees for district-wide reading programs.
- Provides work direction for assigned projects; provides guidance and training to other staff.
- Acts as a special resource provider for young adults
- 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
- Provides school engagement to high schools, colleges, and trade schools.
- May manage a specific project, program, or event, evaluate/select materials for a specific collection, or maintain responsibility for specific websites.
- 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.
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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.

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- 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

The employee is expected to perform or possess the following:

- 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. For some positions, experience in working with foreign language materials and/or specialized formats and equipment is 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.

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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.
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