



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# SENIOR LIBRARIAN COLLECTION MANAGEMENT - LIBRARY 21c

(Full time, Exempt)

**Position # 220129005**

**DATE POSTED:** December 19, 2017

**LOCATION:** 1175 Chapel Hills Drive, Colorado Springs, CO 80920

**STARTING WAGE:** **\$24.05 - \$30.08** per hour DOE\* + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

*(\*Starting wage will be commensurate with experience and education.  
Starting wage is equivalent to a range of \$50,024 - \$62,556 per year)*

**POSITION HOURS:** 40 hours per week:  
Monday – Friday 8:00 a.m. – 5:00 p.m.

**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.

### PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at [ppld.org](http://ppld.org) on the JOBS/VOLUNTEERS tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 Ext 6998.
4. Submit a 250 – 300 word essay as instructed on page 4

**CLOSING DATE:** Position is open until filled; preference will be given to online application materials received by **January 9, 2017** at 9:59 p.m. MST

### 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

**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, genetic information, 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 LIBRARIAN (continued)**

### **POSITION SUMMARY**

This position is responsible for the selection of non-fiction materials for the Pikes Peak Library District. The Selection Librarian is the subject matter expert and incorporates Patron Driven Acquisitions to meet the needs of the Library collection. This position makes new selection decisions and identifies material for removal. This exempt, full-time position is a member of a highly collaborative team committed to achieving the mission of the Pikes Peak Library District: to seek, engage and transform lives through library services and resources that enrich individual lives and build 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 specialized public or collection management services for customers as they visit the library, call on the telephone, or communicate in a virtual environment.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all customer and staff interactions; models exemplary customer service behaviors for library staff.
- Provides specialized assistance and information about library services, collections, and procedures; assists customers with an advanced level of assistance in finding materials or online information, technology support, and community resources. Provides expertise and direction for collection management and maintenance.
- Provides individual readers' advisory assistance, providing materials in requested formats that engage, enrich and inform. Provides expertise regarding developmental stages, interests, and literature for assigned age groups or target populations.
- Plans and conducts programs as assigned.
- Serves as a liaison to assigned community groups and provides outreach to communicate information about library services and programs.
- Plans, coordinates, and implements assigned projects related to organizational goals and objectives.
- Selects library materials and identifies specific collection needs based on: the PPLD collection guidelines and policies, reviews of materials through full-life cycle, publisher/vendor information, and patron/staff input or requests
- Promotes library services through tours, demonstrations, talks, and displays; may teach classes on technology, or other division specific topic to customers.
- According to individual assignment, may manage a specific project, program or event, evaluate/select materials for a specific collection, perform standard cataloging and catalog maintenance functions, or maintain responsibility for specific websites.
- Provides work direction for assigned projects; provides guidance and training to other staff.
- 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.
- 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.
- Acts as a special resource provider in specific service areas, including targeted age groups, technology programming and support, makerspaces/creative commons equipment and activities, special collections, or collection management.

## **SENIOR LIBRARIAN (continued)**

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

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

- Provides leadership for specialized projects, services, programs and activities related to divisional strategic goals and objectives; serves on project teams or committees.
- 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:*

- 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 customers, 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 Word, Excel, Access, and Outlook, ILS 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.

### **EDUCATION AND EXPERIENCE**

1. Requires an MLS or MLIS degree.
2. Requires a minimum of two years of library experience.
3. Preference given to candidates with selection/collection management experience.
4. For some positions, experience in working with foreign language materials and/or specialized formats and equipment is preferred.
5. 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.

## **SENIOR LIBRARIAN (continued)**

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.

### **DESCRIPTION OF COMMUNITY**

Colorado Springs is located at the foot of Pikes Peak – America’s Mountain. The city is the [second most populous city](#) in the state of Colorado. Colorado Springs is a place that offers something for everyone; with great educational institutions, abundant sunshine year round, magnificent natural scenery, outdoor activities including hiking, bicycling, fishing and camping, the arts, theatre and charming communities.

### **LIBRARY DISTRICT**

Pikes Peak Library District serves more than 623,000 residents in El Paso County, providing access to resources that are critical to the public, making it a vital force for individual and community transformation for 50 years. Our service area covers more than 2000 square miles. PPLD is the second largest library district in the State of Colorado. Our 14 locations stretch north to Monument, south to Fountain, and west to Cascade and east to Falcon. Our newest Library 21c is a state-of-the-art facility with the Creative Computer Commons, Makerspace, Family Place area, Center for Public Media, Business and Entrepreneurial Center, a 400 seat Performance & Meeting Venue, and more. PPLD’s 2017 General Fund annual budget is \$30.4M with approximately 480 staff members (348 FTE). PPLD was recently named the #1 Best Workplaces for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!

**Requires one essay response.** In order to be considered as a qualified applicant for this position, you must write and submit one typed and double-spaced essay (250-350 words), in response to the following topic:

***The amount and rapidity of change in libraries in recent years is unprecedented. These changes in library material formats and delivery, in the publishing industry for both print and media, and in expectations from the public for relevancy and responsiveness of library content and access are revolutionizing public library service and operations.***

### **ESSAY QUESTION:**

“Define patron driven acquisitions including why it is an important selection trend for libraries, and give an example of how it should be incorporated into the selection process?”

Applications that are submitted without the above requested essay **will not** be considered for this position. Include the essay with your other PPLD job application materials.