

# LIBRARY MANAGER 2

Position #240135001

High Prairie Library | Calhan Library | Exempt  
40 hours per week | Full time

<b>Date Posted</b>	March 21, 2024
<b>Location</b>	600 Bank Street, Calhan, CO 80808 7035 Old Meridian Rd, Peyton, CO 80831
<b>Starting Wage</b>	<b>\$27.70</b> per hour - <b>\$36.68</b> 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>	<b>40 hours</b> per week  <b>Monday – Friday: 8 a.m. – 5 p.m.</b>  <b>Evenings and weekends as required.</b>

**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 **April 18, 2024, at 9:59 p.m. MDT.**

**Position Summary:** Operates in a diverse environment to help fulfill the Library's mission by overseeing the daily operations of a library or libraries. Provides responsive, flexible, and swift patron-focused services.

### **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.*

- Directs daily operations for an assigned library or libraries; provides direct public service; provides supervision and staff development.
- Provides leadership, guidance, and training to library staff. Provides coaching and corrective action as necessary for staff at all levels. Conducts performance reviews.
- Interviews, selects, and develops new staff.
- Provides excellent direct customer service and acts as a role model for library staff; presents a courteous, positive image of the library and maintains confidentiality in customer and staff interactions.
- Works daily on public service desks.
- Works with the Assistant Director of Branches and appropriate Assistant Director of Programming to coordinate programming at the library that is responsive to community needs.
- In consultation with the Assistant Director of Branches, reviews workload statistics and recommends staffing allocations.
- Provides input for annual budget request; prepares payment documents and monitors expenditures.
- Develops, documents, and implements operating procedures for library staff; communicates and ensures implementation of Pikes Peak Library District policies.
- Promotes library services through programming, outreach, and partnerships within the community; may act as a liaison to schools, local government agencies, non-profits, and businesses. Represents the Library at meetings and community events.
- Conducts ongoing analysis of community demographics and information needs; provides leadership for the implementation of Pikes Peak Library District strategic goals and objectives.
- Responds to customer suggestions, comments, and complaints in a timely, professional, and constructive manner.

### **Additional Duties and Responsibilities**

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

- Prepares monthly activity reports.
- Provides leadership for projects related to assigned location and in coordination with District departments and services.
- Evaluates and manages the library collection in coordination with the Assistant Director of Branches and Collection Management.
- Serves as liaison to Pikes Peak Library District Friends of the Library.
- Keeps informed about Library and department information.
- Participates in special projects as assigned, including new service initiatives, grants, or programs.
- Serves on district-wide teams.
- Encourages professional development of staff through participation in community and professional organizations.
- May serve on local, state, and national committees; takes an active role in library professional organizations.

- Facilitates and attends regular department/library meetings.
- Attends and participates in training, regular department/library 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 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 leadership and management, innovative trends, and best practices, including business financial practices.
- Demonstrates thorough knowledge of library services, innovative trends, and best practices.
- Ability to exhibit leadership, professional judgment, and professional demeanor in all situations; thinks and acts appropriately under pressure.
- 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; builds and maintains effective relationships within the department, with staff at all levels, community partners and the public at large.
- Demonstrates excellent public speaking and presentation skills; may serve as facilitator for District and community meetings.
- 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.
- 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 (MLS or MLIS) or ability to complete the degree within six months of the hire date.
2. Three years of library experience preferred.
3. Requires a minimum of two years of supervisory experience.
4. One year of professional librarian experience 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.

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.

**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.