

SAND CREEK BRANCH PAGE

(15 hours per week; mostly afternoons)

DATE POSTED: October 8, 2009

LOCATION: Sand Creek Branch, 1821 S. Academy Boulevard,
Colorado Springs, CO 80916 **PHONE:** 597-7070

STARTING WAGE: \$8.02 per hour

POSITION HOURS: 15 hours per week per the following current work schedule (#SCB-19):

Tuesday	2 - 6 p.m.
Wednesday	3 - 6 p.m.
Thursday	5 - 9 p.m.
Friday	2 - 6 p.m.
every 3 rd Saturday (with Friday off)	2 - 6 p.m.

NOTE: Schedule will also include some Sunday hours from 12:30 – 5 p.m. (approximately every fifth week). 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 at any time as District needs change.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD job application available at any of our branches or at ppld.org.
2. Indicate the position's number (# **SCB-19**) on your job application next to the job title.
3. All job applications must be submitted to PPLD's **Human Resources Office** located at:
East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918

CLOSING DATE: Application materials must be submitted to the H.R. Office by
Thursday, October 15, 2009 at 4:30 p.m.

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).
- 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.

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, 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.

BRANCH PAGE

BROAD SCOPE OF POSITION: It is 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. This position operates in a diverse environment to help fulfill the mission of the Library by ensuring library materials are shelved and organized for patron use and by maintaining a neat and orderly appearance in the Library.

PREFERRED EXPERIENCE / KNOWLEDGE / ABILITIES:

1. Ability to provide efficient, courteous public service
2. Ability to present a positive image of the library in attitude, communications, appearance and performance of duties in both public and staff areas
3. Ability to calmly and effectively assist patrons in difficult situations
4. Ability to communicate courteously with patrons and staff
5. Ability to file alphabetically and numerically in an accurate and efficient manner
6. Ability to learn and use library computer software which may include SIRSI, email, Internet, and MS Office software applications
7. Ability to perform repetitive tasks while maintaining a high level of concentration
8. Ability to understand and follow verbal and written instructions
9. Ability to provide direction and distribute work to others
10. Ability to work independently without close supervision
11. Ability to appropriately prioritize tasks based on the current situation
12. Ability to use standard office equipment, personal computer, cash register, photocopier, telefax, and telephones
13. Ability to work on a team, have a "whatever-it-takes" work ethic, and have an excellent customer service attitude

REQUIRED PHYSICAL ABILITIES:

1. Ability to bend and reach from anywhere between floor level and 5 ½ feet high repetitively 30 times per ¼ hour, and reach up to 7 feet high using a step stool 10 times per ¼ hour.
2. Ability to grasp and place 3-inch wide items repetitively, 30 times per ¼ hour and occasionally grasp and place light weight items that are between 4 to 5 inches in width.
3. Ability to grasp and place items weighing between 1 and 3 pounds, 30 times per ¼ hour.
4. Ability to lift between 1 to 10 pounds, 30 times repetitively for ¼ hour, and occasionally lift between 10 to 20 pounds.
5. Ability to push a wheeled book cart weighing up to 220 pounds with 30 pounds of force between 200 to 600 feet, 4 to 6 times per hour on a carpeted surface.
6. Ability to steer a wheeled book cart weighing up to 220 pounds with 40 pounds of force between 200 to 600 feet, 4 to 6 times per hour on a carpeted surface.
7. Ability to occasionally push a wheeled book cart weighing up to 220 pounds up and over a 1-inch high threshold.
8. Using hands, ability to push from right to left and left to right with 20 pounds of force.
9. Ability to use one hand to squeeze and push a bookend from right to left and left to right.
10. This position requires: a) repetitive movements of hand, wrist, arm, elbow and shoulder; b) the ability to stand on feet for up to 4 hours; c) the ability to move full range of motion: bend at waist, squat, twist, reach, and kneel; and d) the ability to balance on a step stool, reach overhead, and remain balanced.

BRANCH PAGE (continued)

ESSENTIAL FUNCTIONS:

1. Provides excellent customer service and maintains a courteous, positive image of the library when interacting with patrons and staff
2. Maintains patron and staff confidentiality
3. Prepares book carts
4. Shelves books and library materials in proper order, alphabetically or according to the Dewey Decimal System
5. Reads shelves to ensure that materials are in order
6. Processes and files patron holds alphabetically and by mobile library stop (if assigned); pulls and processes expired holds
7. Picks up and shelves materials patrons have browsed
8. Provides directional assistance to patrons
9. Assists with searching shelves for items on pull lists
10. Shifts materials and reports crowded areas to Supervisor
11. Sorts materials from a conveyor belt or bins
12. Empties bookdrop and uses SIRSI software to process returned materials;
13. Marks items as "used"
14. Handles telephone inquiries related to shelving and holds
15. Fills and maintains materials in displays
16. Performs all functions in a manner safe to one's self, co-workers, and library patrons; follows all applicable policies and recommendations
17. Keeps informed about library and departmental information through email and meetings
18. May occasionally be asked to participate in interviews as requested by the Supervisor
19. May pull materials in crowded areas or from weeding lists as directed
20. May perform minor material repairs and re-casing
21. May participate in initial and ongoing training for other Pages and volunteers
22. Runs pull lists and distributes them to appropriate staff
23. Uses SIRSI software to transfer and locate materials throughout the Library District
24. Provides assistance to patrons at the public service desks
25. May assist with daily scheduling of staff
26. May perform basic clerical tasks as needed
27. May maintain a computer log of missing materials
28. May log materials sent and returned from mending
29. May install and complete security procedures (tattle-tape) for newly acquired library items

MINIMUM QUALIFICATIONS:

1. **Must be** at least 16 years of age and literate as evidenced by a 10th grade level of education.
2. **Requires** the ability to read, write, file, and sort alphabetically and numerically.
3. **Prefer** some experience working in a library.
4. **Requires** the ability to perform the job's physical requirements as detailed in "Required Physical Abilities" section above. The selected candidate will be required to successfully pass a physical capacity test that will evaluate the candidate's ability to meet the job's required physical abilities. PPLD will arrange, fund, and conduct this test at an outsourced location.
5. **Requires** the ability to work the schedule listed on the first page of this vacancy announcement.
6. **Requires** excellent communication skills, the ability to work in a team environment, a "whatever it takes" work ethic, and an excellent customer service attitude. Bilingual ability is a plus in serving our diverse community.