



VACANCY ANNOUNCEMENT
*Open to all qualified current staff
and external applicants*

PENROSE REFERENCE LIBRARIAN
and MERCHANDISING COORDINATOR

(20 hours per week)

DATE POSTED: July 20, 2009

LOCATION: Penrose Library, 20 N. Cascade Avenue,
Colorado Springs, CO 80903 **PHONE:** (719) 531-6333

STARTING WAGE: \$17.79 to \$22.24 per hour DOE* or \$18,501 - \$23,130 per year DOE*
plus partial benefits (excluding medical insurance and retirement plan)
(starting salary will be commensurate with experience and education)*

POSITION HOURS: 20 hours per week based on the following rotating schedule (#ASP-11):

<u>Weeks 1 & 2</u>		<u>Weeks 3, 4, 5 & 6</u>	
Wednesday	noon - 9 p.m.	Monday	noon - 9 p.m.
Friday	9 a.m. - 1 p.m.	Tuesday	9 a.m. - 6 p.m.
Saturday	9 a.m. - 6 p.m.	Friday	9 a.m. - 1 p.m.

** Schedule may be subject to minor changes and will include at least 8 Sunday afternoon schedules per year.*

APPLICATION PROCEDURE:

1. Complete PPLD job application available at any of our branches or at ppld.org.
2. **Submit a 250 – 300 word essay as instructed under “MINIMUM QUALIFICATIONS” on page 2.**
3. Mail PPLD job application, cover letter and resume, essay, and the names and phone numbers of three professional references to PPLD’s **Human Resources Office** located at:
East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918

CLOSING DATE: Position is open until filled

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, & 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.

REFERENCE LIBRARIAN and MERCHANDISING COORDINATOR

BROAD SCOPE OF POSITION: Under limited supervision of the Adult Services Supervisor, this position operates in a diverse environment to help fulfill the mission of the Library by providing reference service to the public using comprehensive knowledge of Library Science, PPLD collections, electronic databases, current technologies, and community resources.

PREFERRED EXPERIENCE / KNOWLEDGE / ABILITIES:

1. Knowledge of library and division functions, procedures, and public service responsibilities, policies, and procedures.
2. Knowledge of public access catalog searching techniques, library materials and their arrangement, and reference resources. Ability to encourage and instruct patrons in the use of the online catalog and other automated files.
3. Knowledge of professional library science theories, principles, and techniques.
4. Knowledge of basic reference tools, methodologies, and philosophy and collection development tools and theory.
5. Ability to communicate well verbally and in writing with patrons and staff, and to maintain effective working relationships within and outside the organization.
6. Interpersonal communication skills necessary to understand, interpret, and paraphrase patron questions.
7. Ability to plan, organize, and perform job assignments with initiative and judgment, independently, or with minimal supervision.
8. Ability to represent the library with tact and courtesy and to exhibit sound professional judgment and demeanor in all public interactions.
9. Ability to think and act appropriately under pressure on the public desk.
10. Ability to work in a team setting, demonstrating a willingness to assist and support coworkers, to contribute ideas, and to maintain flexibility.

ESSENTIAL FUNCTIONS:

1. Works approximately 16 hours per week at the Information, Reference and Telephone service desks providing patron assistance through material searches, information research, and community referrals.
2. Instructs library patrons in the use of PPLD's public access catalog and explains a wide variety of library services.
3. Coordinates the merchandising activities at the Penrose Public Library; works with the Merchandising Team staff to choose themes for monthly displays, collect and replace materials on displays, and make signage for displays.
4. Makes professional-looking signage for Penrose library such as call number signs for shelves, procedures for patron computer use, and other signs as needed.
5. Teaches computer classes to the public.
6. Conducts general tours for school age children and adults.
7. May assist in the planning, implementation, and evaluation of adult programming.
8. Maintains confidentiality in all interactions with patrons.
9. Performs other job-related duties and projects as assigned.

MINIMUM QUALIFICATIONS:

1. **Requires** a Masters degree in Library Science (MLS).
2. Prefer a candidate with one year of professional reference experience working in a public library. Previous merchandising experience is desirable.
3. **Requires** excellent communication skills, 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.
4. **Requires** the ability to work the schedule listed on page one of this vacancy announcement.
5. **In order to be considered as an applicant for this position, you must write and submit a double-spaced essay (between 250 - 300 words total) in response to the following question:**

“How can public libraries continue to be relevant in the future?”

Note: Applications that are submitted without the above requested essay will not be considered for this position. Please submit your essay along with your other PPLD job application materials.