



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

TEMPORARY MOBILE LIBRARIES PAGE

(temporary position until High Prairie Branch opens; 15 hours per week)

DATE POSTED: July 15, 2009

LOCATION: Penrose Library, 20 N. Cascade Avenue,
Colorado Springs, CO 80903 **PHONE:** (719) 531-6333
***Note:** all hours are worked at Penrose Library in the Mobile Libraries office
and on the Mobile Libraries vehicles while they are parked in the Penrose
garage

STARTING WAGE: \$ 8.02 per hour

POSITION HOURS: 15 hours per week based on the following schedule (**#BKM-TEMP09**):

Wednesday	3:30 – 9 p.m.
Thursday	2 – 7:30 p.m.
Saturday	2 – 6 p.m.

NOTE: This temporary, part-time position will end when PPLD's new High Prairie Branch opens (sometime in 2010). Schedule may be subject to minor changes based on department needs.

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 (**#BKM – TEMP09**) on your job application next to the job title.
3. Job application 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 Human Resources Office by **Wednesday, July 29, 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.

MOBILE LIBRARIES PAGE

BROAD SCOPE OF POSITION: Under direct supervision of the Mobile Libraries supervisor, shelves books and other library materials, processes holds, and ensures that the Mobile Libraries are adequately stocked and organized for their scheduled routes.

PREFERRED EXPERIENCE / KNOWLEDGE / ABILITIES:

1. Ability to provide efficient, courteous public service to a diverse population and present a positive image of the library district in attitude, appearance and performance of duties.
2. Ability to communicate courteously and work effectively with staff in a team setting.
3. Ability to alphabetize and file numerically.
4. Ability to use standard office equipment, personal computer, cash register, photocopier, fax machine, and telephones.
5. Ability to sort and arrange four booktruck rows of juvenile books in 40 minutes or Teen /Adult books in 20 minutes; and sort a six-row mixed booktruck in 40 minutes. Ability to shelve four rows of juvenile books in 70 minutes, Teen / Adult non-fiction in 55 minutes, a six-row mixed booktruck in under 90 minutes, and Teen / Adult fiction in 40 minutes, with five or fewer errors.
6. Ability to understand and follow verbal and written instructions.
7. Ability to perform repetitive tasks while maintaining a high level of accuracy and concentration.

ESSENTIAL FUNCTIONS:

1. Provides excellent customer service employing communication skills necessary to effectively determine the needs of patrons, co-workers and other library staff.
2. Sorts and shelves books and other library materials in proper order, alphabetically or according to the Dewey Decimal System.
3. Maintains neat appearance of the Mobile Libraries by filling all of the shelves, picking up materials from various areas and returning them to the proper location, and shifting materials and reporting crowded and depleted areas to Mobile Libraries management.
4. Reads shelves to insure materials are in proper order.
5. Processes patron holds by sorting items on the hold shelves according to Mobile Libraries' stop and by patron's name.
6. Maintains patron confidentiality.
7. Performs support tasks such as shelf searches, photocopying, and filing.
8. May perform other tasks of a repetitive and routine nature as requested.
9. May assist in the training of newly hired Mobile Libraries Pages.
10. May assist in other job-related projects and programs.
11. Keeps informed about library and department information and changes via memos and other routed information in mailboxes and by attendance at staff meetings.
12. Performs other job-related duties as assigned.

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 78 inches high using a 13 inch 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.

MOBILE LIBRARIES PAGE (continued)

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 30 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 10 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 the waist, squat, twist, reach, and kneel; and d) the ability to balance on a step stool, reach overhead, and remain balanced.

MINIMUM QUALIFICATIONS:

1. **Requires** a minimum age of 16 years.
2. **Requires** the ability to sort and file alphabetically and numerically and to learn the Dewey Decimal System of filing library materials.
3. **Requires** the ability to perform the job's physical requirements as explained in "Required Physical Abilities" 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.
4. **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.
5. **Requires** ability to work the schedule listed on page one of this Vacancy Announcement. Schedule may be subject to minor changes based on Mobile Libraries Office needs.