



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# TEEN SERVICES COORDINATOR / LIBRARIAN

## Full-time, exempt

**DATE POSTED:** August 19 , 2009

**LOCATION:** East Library, 5550 N. Union Boulevard  
Colorado Springs, CO 80918

**PHONE:** (719) 531-6333

**STARTING WAGE:** **\$20.08 - \$25.10** per hour DOE\* + full benefits  
(\* Starting wage will be commensurate with education and experience.  
Annual salary equivalency is \$41,766 – \$52,208 + benefits)

**POSITION HOURS:** **40** hours each week per the following current work schedule (**#ASE-05**):

Monday, Wednesday, Thursday, Friday	9 a.m. – 6 p.m.
Tuesday	noon – 9 p.m.
every third Saturday	9 a.m. – 6 p.m.
approximately 9 Sundays per year	1 – 5 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 at any time as needs of the Library District change.

### APPLICATION PROCEDURE:

1. Please complete a PPLD job application available at any of our branches or at [ppld.org](http://ppld.org)
2. Indicate the position's schedule number (**# ASE - 05**) next to the job title on your application.
- 3. Write and submit two essays as indicated under MINIMUM QUALIFICATIONS on page 3**
4. Mail completed PPLD job application, cover letter and resume, two essay responses, and the names, phone numbers and email addresses of three professional references to:

**East Library HR Office, 5550 N. Union Boulevard, Colorado Springs, CO 80918**

**CLOSING DATE:** This 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, 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.

# **TEEN SERVICES COORDINATOR / LIBRARIAN**

**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. About 80% of this position's time is specifically dedicated to coordinating an effective District-wide Teen Services program. The incumbent fosters a focused vision for teen services, leads PPLD's Teen Services Team, and manages teen programs and activities. This position operates in a diverse environment to help fulfill PPLD's mission by providing reference service to the public using a comprehensive knowledge of Library Science, PPLD collections, electronic databases, current technologies, and community resources.

## **REQUIRED KNOWLEDGE / SKILLS / ABILITIES / EXPERIENCE:**

1. Advanced knowledge of library practices, procedures, and materials
2. Ability to promote library resources and programs
3. Ability to organize and maintain specialized files and databases
4. Advanced proficiency with computer applications, databases, and demonstrated skills using Microsoft Office software applications
5. Ability to research and gather information on trends and resources in the library field
6. Ability to follow verbal/written instructions
7. Possess good verbal and written communication skills
8. Ability to work independently without close supervision; ability to plan, organize, and execute job assignments
9. Ability to conduct effective patron interviews to determine user needs
10. Ability to instruct patrons in library resources
11. Ability to represent the library district with tact and courtesy
12. Ability to exhibit sound professional judgment and demeanor in all public interactions
13. Ability to think and act appropriately under pressure while serving on the public desk
14. Ability to work on a team, have a "whatever it takes" work ethic, and have an excellent customer service attitude

## **ESSENTIAL FUNCTIONS:**

1. Works on the public service desks providing reference service to walk-ins, over the phone, via email, and instant messaging
2. Assists and instructs patrons through material and on-line searches, computer software applications, reference/in-depth research, community referrals, and outside sources/collections
3. Provides in-depth assistance and information about the library's services and procedures
4. Searches a variety of reference resources
5. Provides readers' advisory services
6. Manages specialized collection materials for PPLD's teenaged population
7. Manages specialized services for PPLD's teenaged population
8. Serves as a liaison with community groups and provides outreach to communicate services and programs
9. Maintains confidentiality in all patron and staff interactions
10. Promotes library services through tours, demonstrations, talks, and displays
11. Uses computers, printers, microform machines, TTD, fax, CD ROM and other business machines

## **TEEN SERVICES COORDINATOR / LIBRARIAN (continued)**

12. Assess patron needs and provide pertinent materials in an organized fashion (including bibliographies, fact sheets, pathfinders, etc.)
13. Serves as the “person in charge” in the absence of the Adult Services Manager/Supervisor
14. May direct merchandising activities (i.e., displays, bulletin boards, etc.)
15. May provide support and direction for Information Services Specialists who maintain on-line community databases
16. May organize and conduct projects related to departmental goals and needs
17. Performs other job-related duties and projects as assigned

### **MINIMUM QUALIFICATIONS:**

1. **Education:** Requires a Masters degree in Library Science (MLS) or a Masters degree in Library and Information Science (MLIS)
2. **Experience:** Requires a minimum of three years of professional experience working in a public library and a minimum of one year of supervisory experience.
3. **Preferred experience:** Prefer experience working with teenagers.
4. **Other:** 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.
5. **Requires two essay responses:** In order to be considered as a qualified applicant for this position, you must write and submit two typed and double-spaced essays (300 - 350 words per essay) in response to each of the following questions:
  - a. **“Why should Pikes Peak Library District offer outreach services to teenagers? In your response, please include your experiences working with teens.”**
  - b. **“What specific skills and talents would you bring to this position that would distinguish you from the other applicants?”**

**Applications that are submitted without the above requested essays will not be considered for this position.** Include these paragraphs with your other PPLD job application materials as requested under “Application Procedure” on page 1.