



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

PENROSE LIBRARY TRANSFER PAGE

(20 hours per week // morning and weekend hours)

DATE POSTED: September 11, 2009

LOCATION: Penrose Library, 20 N. Cascade Avenue,
Colorado Springs, CO 80903

PHONE: 531-6333

STARTING WAGE: **\$8.02** per hour + partial benefits (*excludes medical insurance & retirement*)

POSITION HOURS: 20 hours per week based on the current rotating schedule (**#SHP-17**):

WEEK 1

Mon., Tues., Wed., Thurs., Friday 9 a.m. - 1 p.m.

WEEK 2

Mon., Tues., Wed., Thurs., Saturday 9 a.m. - 1 p.m.

NOTE: Schedule will also include occasional Sunday hours (*about every 5th*) working from 1 - 5 p.m. The position's 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.

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 (**# SHP-17**) 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
Friday, September 18, 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.

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BROAD SCOPE OF POSITION: Under direct supervision of the Shelving Supervisor, performs location transfer and general circulation duties.

REQUIRED KNOWLEDGE / SKILLS / ABILITIES:

1. Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties
2. Knowledge of basic skills such as alphabetic and numerical filing
3. Ability to perform repetitive tasks while maintaining a high level of concentration and accuracy
4. Ability to maintain patron confidentiality
5. Ability to learn the library's automated systems in a timely manner
6. Ability to arrange a booktruck in 20 minutes, and accurately shelve 4 rows of books in one hour
7. Ability to perform basic computer skills
8. Ability to communicate effectively with staff and patrons
9. Ability to understand and follow verbal and written instructions
10. Required to follow instructions, be accurate, and pay attention to details in completion of assignments

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

ESSENTIAL FUNCTIONS:

1. Unloads and sorts items in incoming bins by branch designation; assigns appropriate branch location code in computer
2. Processes outgoing materials and loads bins
3. Assigns designated branch location in computer on new materials delivered by Technical Services staff; places materials on specified shelves in dock area according to branch

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4. Distributes reserved items to specified location
5. Uses a computer keyboard to update computer locations on transferred library materials
6. Amends shelf locations on items needing review, repair, and other corrections
7. Answers questions from PPLD staff relating to the transfer of materials
8. Charges mending materials to review
9. Processes inter-library loan and bookmobile returns
10. Sorts and shelves materials in proper order alphabetically or according to the Dewey Decimal system
11. Keeps informed of library and departmental information or changes via electronic or written mail and by attending quarterly All-staff meetings
12. Maintains patron confidentiality
13. Provides an efficient, courteous public image and presents a positive image of the library
14. Performs other job-related duties as assigned

MINIMUM QUALIFICATIONS:

1. **Requires** a high school diploma or GED
2. **Requires** a minimum of 6 months of clerical experience including some computer skills
3. **Requires** good physical stamina, and the ability to perform the physical requirements as stated above
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 patrons!
5. **Requires** the ability to work the schedule listed on page one of this vacancy announcement (including some Sunday hours from 1 – 5 p.m.)