

RUTH HOLLEY BRANCH PAGE

(15 hours per week; mostly mornings)

DATE POSTED: August 4, 2009

LOCATION: Ruth Holley Branch, 685 N. Murray Blvd.
Colorado Springs, CO 80915

PHONE: 597-5377

STARTING WAGE: \$8.02 per hour

POSITION HOURS: 15 hours per week per the following schedule (#HOL-14):

WEEK 1

Monday and Tuesday 8 a.m. – 1 p.m.
Friday 1 – 6 p.m.

WEEK 2

Monday and Tuesday 8 a.m. – 1 p.m.
Saturday 9 a.m. – 2 p.m.

Note: Schedule will also include occasional Sundays working from 12:30 – 5 p.m.
Schedule may be subject to minor changes based on branch needs
and due to meetings, initial training schedule, etc.

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 (#HOL - 14) 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, August 14, 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.

BRANCH PAGE

BROAD SCOPE OF POSITION: Under direct and daily supervision of the Assistant Branch Manager and general supervision of the Branch Manager, shelves books and other library materials, and empties the book drop. May occasionally assist at the branch Circulation Desk in a courteous, helpful, service-oriented manner.

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 file alphabetically and numerically.
4. Ability to use standard office equipment, a personal computer with Microsoft Windows software, cash register, photocopier, telefax machine, and telephones.
5. Ability to stand and walk for an entire shift; ability to bend and stretch without limitation; ability to lift ten pounds at a time; and the ability to push a wheeled book truck weighing up to 120 pounds.
6. 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.
7. Ability to understand and follow verbal and written instructions.
8. Strongly prefer basic computer skills, which are necessary to assist at the branch's circulation desk.
9. Ability to perform repetitive tasks while maintaining a high level of accuracy and concentration.

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. Provides excellent customer service employing communication skills necessary to effectively determine the needs of the patrons.
2. Sorts and shelves books and other library materials in proper order, alphabetically or according to the Dewey Decimal System.

BRANCH PAGE (continued)

3. Maintains neat appearance of the branch library by aligning books with the edge of the shelf and in an upright position, picking up materials from various areas and returning them to the proper location, and shifting materials and reporting crowded areas to branch management.
4. Reads shelves to insure that materials are in proper order.
5. Empties book drop.
6. Assists at the circulation desk using a personal computer to charge-out materials, check-in materials, collect overdue fines, register patrons, and answer simple directional questions. (This function generally will not exceed 15 percent of the incumbent's weekly hours.)
7. Maintains patron confidentiality.
8. Performs support tasks such as shelf searches, photocopying, and filing.
9. May perform other tasks of a repetitive and routine nature as requested.
10. May assist in the training of newly hired branch pages.
11. May assist in other projects and programs.
12. Keeps informed about library and department information and changes via electronic and written mail and by attendance at staff meetings.
13. Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

1. **Must be** at least 16 years old and able to sort and file alphabetically and numerically.
2. **Must be** literate as evidenced by a 10th-grade level of education.
3. **Strongly prefer** some experience using a personal computer and familiarity with Microsoft Windows.
4. **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.
5. **Requires** the ability to work the schedule listed on the first page of this vacancy announcement. Schedule may be subject to some minor variations, especially during initial training sessions.
6. **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.