

EAST LIBRARY CHILDREN'S LIBRARIAN 2

(40 hours per week)

DATE POSTED: September 16, 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
(includes medical, dental, vision, paid leave, holidays, retirement plan, EAP, etc.)
 * - Starting salary will be commensurate with education and work experience

POSITION HOURS: 40 hours per week based on the current rotating schedule (**#CHE-02**):

WEEK 1

Tuesday noon – 9 p.m.
 Wed., Thurs., Fri., Sat. 9 a.m. – 6 p.m.

WEEKS 2 and 3

Mon., Wed., Thurs., Fri. 9 a.m. – 6 p.m.
 Tuesday noon – 9 p.m.

NOTE: Schedule will also include occasional Sunday hours (about every 6th Sunday) working from 1 - 5 p.m. Schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to any position's schedule 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
2. Indicate the position's schedule number (**# CHE - 02**) 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: 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.

CHILDREN'S LIBRARIAN 2

BROAD SCOPE OF POSITION: It is the mission of Pikes Peak Library District to seek, engage and transform lives through library services and resources that enrich individual lives and build community. This position operates in a diverse environment to help fulfill PPLD's mission by providing children's programming, children's reference and readers' advisory services, and by selecting appropriate materials for the Children's collection. This position uses comprehensive knowledge of library science, the PPLD children's collection, electronic databases, current technologies, and community resources.

REQUIRED KNOWLEDGE / SKILLS / ABILITIES:

1. Advanced knowledge of general library practices, procedures, and materials
2. Knowledge of children's developmental stages, interests, community needs, and children's literature
3. Ability to promote library resources and programs for children
4. Ability to evaluate the effectiveness of programs and to make changes to content and/or structure
5. Ability to effectively oversee and direct the work of others; ability to supervise, coach, and evaluate staff performance
6. Ability to follow verbal and written instructions
7. Must possess good verbal and written communication skills; ability to adjust communication methods in an age-appropriate manner
8. Ability to work independently without close supervision; ability to plan, organize and execute job assignments
9. Ability to instruct patrons in library resources
10. Ability to represent Pikes Peak Library District with tact and courtesy
11. Ability to exhibit sound professional judgment and demeanor in all public interactions
12. Ability to think and act appropriately under pressure while serving on the public desk
13. Ability to use a personal computer and office equipment effectively, including Microsoft Office software applications
14. Ability to organize and maintain specialized files and databases
15. Ability to research and gather information on trends and resources in the library field
16. Proficiency with computer applications (including Microsoft software applications)
17. May require the ability to monitor and adhere to budgetary guidelines
18. Requires a valid Colorado driver's license (or the ability to obtain one) for required driving to various program presentations; requires use of a personal vehicle to travel to library programs being conducted at off-site locations
19. Ability to work on a team, to have a "whatever-it-takes" work ethic, and to have an excellent customer service attitude

ESSENTIAL FUNCTIONS:

1. Provides expertise regarding children's developmental stages, interests, community needs, and children's literature
2. Works on the public service desks providing reference service to walk-ins, over the phone, and via electronic delivery; reference service includes reference and readers' advisory services with age-appropriate materials and online searches for children, caregivers, and educators
3. Creates, promotes, and presents children's programming (focuses on developmental needs, interests, and promoting children's literacy to parents and other adults or caregivers)
4. Manages daily operations and staff schedules for East Children's department staff; schedules staff assignments for the public Children's Service desks; coordinates substitute staff for shifts as necessary

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5. Reviews and approves Children's Services staff timesheets
6. Reviews and distributes leave reports and works with Finance staff to resolve discrepancies
7. Provides guidance, direction, and assistance to Children's Services staff as necessary
8. Trains all new Children's staff (including substitute staff) at central locations and branches
9. Participates in interviewing and selection of new Children's Services staff; may assist with terminations as necessary
10. Provides input for Children's staff performance evaluations (including establishing goals and strategies for staff development); conducts evaluations for paraprofessional-level Children's staff
11. Coordinates a major function in the preparation of the Children's Summer Reading Program (i.e., web page development, party coordination, prize management, or acting as sponsor liaison)
12. Assists with departmental communications
13. Suggests Children's collection materials based on PPLD's collection guidelines and policies
14. Examines Children's collection for replacement and/or removal of materials
15. Reads and evaluates challenged materials as requested
16. May coordinate and implement initiatives in Children's services (i.e., early literacy, family literacy, school-age programming, etc.)
17. May manage specialized services and programs (i.e., KidsWeb, NextReads, Reading Buddies, homeschooling initiative, etc.)
18. May participate on various PPLD Teams or advisory boards as requested
19. May organize and conduct projects related to departmental goals and needs
20. Performs other job-related duties as assigned

MINIMUM QUALIFICATIONS:

1. **Education: Requires** a Master's degree in Library Science (MLS or MLIS) with a demonstrated interest (i.e., coursework, training, professional exp.) in service to children
2. **Experience: Requires** a minimum of two years of library experience; **Prefer** one year of supervisory experience; **Prefer** experience working with children in a library setting
3. **Other: Requires** the ability to work the schedule listed on page one of this vacancy announcement; **Requires** a valid Colorado driver's license (or ability to obtain one) for required driving to various programs/presentations; **Requires** use of a personal vehicle to travel to library programs being conducted at off-site locations; **Requires** ability to occasionally lift up to 30 pounds in order to carry and transport storytelling materials to and from different branch locations or other off-site locations, as necessary
4. **In order to be considered as an applicant for this position, you must write and submit two typed, double-spaced essays (250 to 300 words per essay question) in response to each of the following:**
 - a. **“What are the most important things to remember when communicating with children?”**
 - b. **“Please discuss one or two trends that affect service to children in a public library. What are some ways that the library can effectively respond to these trends?”**

Applications that are submitted without the above requested essays will not be considered. Please include your essays with your completed PPLD job application form, references, cover letter, and resume. A completed PPLD application is required.

5. **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.