

EAST LIBRARY TEEN SERVICES OUTREACH LIBRARIAN

(Full-time, Exempt)

DATE POSTED: September 29, 2009

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

PHONE: (719) 531-6333

STARTING WAGE: **\$17.79 - \$21.68** per hour DOE* + full benefits
(Starting wage will be commensurate with education and experience.
Annual starting salary equivalence is \$37,003 – \$45,094 DOE + benefits)*

POSITION HOURS: **40** hours each week per the following current work schedule (**# ASE-09**):

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. Complete a PPLD job application available at any of our branches or at ppld.org
2. Indicate the position's schedule number (**# ASE - 09**) 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; however, preference will be given to application materials received by **Monday, October 19, 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.

TEEN SERVICES OUTREACH 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. This position operates in a diverse environment to help fulfill the library's mission by providing reference service to the public using comprehensive knowledge of Library Science, PPLD collections, electronic databases, current technologies, and community resources. Approximately 70% of the position's time is spent assisting PPLD's Teen Services Coordinator in directing the Teen program and related activities, and by providing outreach to area middle and high school students and staff.

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. Excellent 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 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. Supports an active program of Teen Services for the District; with management's direction and support, assists the Teen Coordinator with ongoing service programs based on determined needs; advocates the importance of the value of teen library services
7. In conjunction with the Teen Coordinator, serves as the middle and high school liaison for outreach activities (i.e., book talks, local school visits, library tours and instruction, Readers Advisory for Teens, etc.)
8. Serves in active roles on the Teen Team and the Teen Advisory Board
9. Maintains confidentiality in all patron and staff interactions
10. Promotes library services through tours, demonstrations, talks, and displays

TEEN SERVICES OUTREACH LIBRARIAN (continued)

11. Uses computers, printers, microform machines, TTD, fax, CD ROM and other business machines
12. Assess patron needs and provide pertinent materials in an organized fashion (including bibliographies, fact sheets, pathfinders, etc.)
13. Serves as “person in charge” in the absence of the Adult Services Manager/Supervisor
14. May direct merchandising activities (displays, bulletin boards, etc.)
15. May provide support and direction for Information Services Specialists who maintain on-line community databases
16. May teach computer classes to the public and PPLD staff
17. May organize and conduct projects related to departmental goals and needs
18. Performs other 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 one year of library or other public service work experience; prefer experience working with teenagers; prefer an accurate, minimum typing speed of 45 words per minute; prefer proficiency using MS Office suite; SIRSI experience is a plus!
3. **Requires two essay responses.** In order to be considered as a serious applicant for this position, you must write and submit two typed and double-spaced essays (300 - 350 words each) in response to each of the following questions:
 - a. **“Why should Pikes Peak Library District offer outreach services to teens? In your response, please include your experiences working with teens.”**
 - b. **“How will public libraries continue to be relevant in the future?”**

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.
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.