



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

DIVISION HEAD COLLECTION DEVELOPMENT - LIBRARY 21c

(Full time, Exempt) **Position # 270129001**

DATE POSTED: December 19, 2017

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

STARTING WAGE: **\$31.54 - \$39.40** per hour DOE* + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

*(*Starting wage will be commensurate with experience and education.
Starting wage is equivalent to a range of \$65,603 - \$81,941 per year)*

POSITION HOURS: 40 hours per week per the following schedule:

Monday – Friday - 40 hours between 8:00 a.m. – 5:00 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org on the Jobs/Volunteer tab
2. Resume and Letter of Interest highlighting your relevant work experience and qualifications for the position and three professional references should be submitted in any of the following file types: .doc, .docx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800, Ext. 6998.

CLOSING DATE: This position will remain open until filled; preference given to applications received by **January 9, 2017** at 9:59 p.m., MST. PPLD will conduct ongoing screenings of applications on a first come-first serve basis.

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). Pikes Peak Library District participates in E-Verify.
- 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, in accordance with Colorado law.

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 including gender expression, genetic information, 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.

DIVISION HEAD, COLLECTION MANAGEMENT (continued)

POSITION SUMMARY

Under limited supervision, supports the Library's mission through strategic leadership in directing district-level delivery of a robust and current print and digital collection.

ESSENTIAL FUNCTIONS

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develops and implements all activities within the Collection Management Division, including acquisitions, Serials, materials handling, cataloging and deselection.
- Develops and implements short-and-long-range plans that support PPLD Strategic Plan objectives.
- Provides excellent customer service; maintains a courteous and positive image of the Library.
- Oversees annual budget for library materials and division operations; monitors expenditures and creates forecasts for future budget recommendations; uses advanced metrics and methodologies to maintain fiscal accounting records.
- Acts as a PPLD advocate for intellectual freedom, assists with materials challenges, and provides input to the Collection Management Policy.
- Hires, supervises, coaches and monitors the development of department staff; provides ongoing feedback and prepares annual performance appraisals as scheduled. Models expected behaviors. Evaluates training needs and provides appropriate learning opportunities.
- Proactively assesses the collection on a continuing schedule; creates and uses reports to build the collection in response to community needs and interests; evaluates processes and procedures using statistical measures.
- Utilizes trends in electronic licensing, access, copyright and tactical applications for maintaining PPLD collections (including cataloging and metadata, digital collections, product development and print acquisitions).
- Acts as a resource to the Community Libraries in collection development and deselection activities.
- Negotiates vendor contracts, monitors performance, and resolves issues and concerns.
- Maintains confidentiality in interactions with customers, vendors and staff.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Encourages professional development of department staff through participation in community and professional organizations.
- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state and national committees; takes an active role in library professional organizations.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The employee is expected to perform or possess the following:

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.

DIVISION HEAD, COLLECTION MANAGEMENT (continued)

- Demonstrates advanced knowledge of library services, innovative trends and best practices in collection management and development.
- Ability to encourage a diverse culture and cultivate a collaborative environment; builds high performing teams.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the division, with staff at all levels, and the public at large.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

EDUCATION AND EXPERIENCE

1. Requires a Master's degree in library science (MLS or MLIS).
2. Requires a minimum of five years of professional public library experience, including a minimum of three years of demonstrated success in leading teams and directing departmental operations.
3. Preference given to candidate with collection management experience.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

DESCRIPTION OF COMMUNITY

Colorado Springs is located at the foot of Pikes Peak – America's Mountain. The city is the [second most populous city](#) in the state of Colorado. Colorado Springs is a place that offers something for everyone; with great educational institutions, abundant sunshine year round, magnificent natural scenery, outdoor activities including hiking, bicycling, fishing and camping, the arts, theatre and charming communities.

LIBRARY DISTRICT

Pikes Peak Library District serves more than 623,000 residents in El Paso County, providing access to resources that are critical to the public, making it a vital force for individual and community transformation for 50 years. Our service area covers more than 2000 square miles. PPLD is the second largest library district in the State of Colorado. Our 14 locations stretch north to Monument, south to Fountain, and west to Cascade and east to Falcon. Our newest Library 21c is a state-of-the-art facility with the Creative Computer Commons, Makerspace, Family Place area, Center for Public Media, Business and Entrepreneurial Center, a 400 seat Performance & Meeting Venue, and more. PPLD's 2017 General Fund annual budget is \$30.4M with approximately 480 staff members (348 FTE). PPLD was recently named the #1 Best Workplaces for an Extra Large Company in Colorado Springs by the Gazette, our local newspaper!