



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

REGIONAL LIBRARY MANAGER PIKES PEAK LIBRARY DISTRICT

(Full time, Exempt) **Position # 270330201**

Pikes Peak Library District, recently named the #1 Best Workplace with 300+ employees in Colorado Springs, is seeking three highly motivated, experienced managers for our newly created Regional Library Manager positions. PPLD is embracing a regional library organization structure where each region will be anchored by one of our three main facilities. Each region represents a unique community group from new growth areas to historic neighborhoods.

- The North Region includes Library 21c, Monument/Palmer Lake, Rockrimmon, and High Prairie Branches.
- The East Region includes East Library, Ruth Holley, Sand Creek, and Fountain Branches.
- The West Region includes Penrose Library, Old Colorado City, Cheyenne, and Manitou/Ute Pass Branches.

These Regional Managers will spearhead the transition to this new structure, champion organizational change, and provide leadership to the libraries within their assigned Region.

DATE POSTED: January 5, 2018

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. **Your application will be considered for all three Regional positions – North, East, and West – unless you indicate a location preference in your cover letter.**
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 29, 2018** at 9:59 p.m., MST. PPLD will conduct ongoing screenings of applications on a first come-first serve basis.

REGIONAL LIBRARY MANAGER (continued)

POSITION SUMMARY

Operates in a diverse environment to help fulfill the Library's mission by directing the operations and activities of a Regional Library and providing leadership to the branch libraries to that Region.

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, coordinates and implements Regional Library operations and activities, including programming and security, designed to meet strategic plan objectives.
- Acts as lead manager/mentor to assigned branch libraries within a cluster; provides staffing, security and programming support for cluster locations.
- Provides supervision and staff development for departmental or building staff.
- Coordinates planning with public service division heads in the design and implementation of community driven programming.
- Provides leadership, guidance, and training to library staff; serves as an advocate and liaison to other departments and district-wide staff located in the building, on behalf of library services and programs.
- Develops local community partnerships; engages with local schools, businesses and organizations.
- Develops, documents and implements operating procedures for library staff; communicates and ensures implementation of PPLD policies.
- Interviews, selects, trains and develops new staff; provides coaching and corrective action as necessary.
- Conducts performance appraisals and develops goals and activities for individual and group staff development.
- Directly oversees daily activities for specialists in business, non-profits, law and advanced reference as assigned to a Regional library location; shares supervisory responsibility for these positions with the appropriate public service division head.
- Promotes library services through programming, outreach and partnerships within the community; acts as a liaison to schools, local government agencies, non-profits and businesses. Represents the Library at meetings and community events.
- Reviews workload statistics and recommends staffing allocations; advises cluster location managers in the preparation of staffing requests.
- Recommends and documents requests for annual budgets; prepares payment documents and monitors expenditures.
- Provides excellent direct customer service and models expert customer service for staff; presents a courteous, positive image of the library and maintains confidentiality in customer and staff interactions.
- Works regularly on public services desks providing reference and readers advisory service in person, over the phone and via electronic delivery.
- Responds to customer suggestions, comments and complaints in a timely, professional, and constructive manner.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Evaluates and manages the library collection in coordination with Collection Management.
- Prepares monthly activity reports.
- Serves as liaison to PPLD Friends of the Library.
- Keeps informed about Library and department information.
- Participates in special projects as assigned, including new service initiatives, grants or programs.

REGIONAL LIBRARY MANAGER (continued)

- Serves on district-wide teams.
- 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.
- Demonstrates advanced knowledge of library services, innovative trends and best practices.
- Ability to exhibit leadership, sound judgment and professional demeanor in all situations; thinks and acts appropriately under pressure.
- 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 department, with staff at all levels, community partners and the public at large.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, the PPLD ILS system, 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 minimum of two years of supervisory responsibility.
3. Bilingual ability is a plus in serving a diverse community.

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 stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift up to 35 pounds. Position requires the ability to push a loaded book truck.

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.

REGIONAL LIBRARY MANAGER (continued)

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!

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.