



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

CHIEF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT OFFICER, HUMAN RESOURCES LIBRARY 21C (Full-time, exempt) Position # 290846001

DATE POSTED: February 22, 2019

LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

SALARY RANGE: **\$37.99 - \$57.00** per hour DOE* + full benefits 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 \$79,019 – \$118,560 per year)*

POSITION HOURS: 40 hours per week per the following schedule:
Monday – Friday - 40 hours between 8:00 a.m. – 6:00 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 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 **March 25, 2019 @ 9:59 p.m., MDT.** PPLD will conduct ongoing screenings of applications on a first come-first serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice.

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.

CHIEF HR & OD OFFICER (cont.)

POSITION SUMMARY

Under limited supervision, supports the Library's mission through oversight and strategic guidance for all human resources functions. Leads, mentors and assigns work to department employees. Manages special projects for human resources functions.

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.

- Provides overall management for all human resources functions, including recruitment, benefits and compensation, staff development, training, safety, employee relations, diversity, wellness and performance assessment.
- Reviews and recommends changes and improvements for policies, procedures and practices in human resources.
- Maintains knowledge of and continually reviews industry trends and employment regulations to ensure regulatory compliance and best practices.
- Provides overall oversight and implementation for compliance with federal and state personnel legislation.
- Coordinates and advises department managers in the implementation of human resources functions.
- Reviews and oversees appropriate processes regarding employee relations; investigates claims of harassment or misconduct.
- Oversees performance evaluation and compensation strategies.
- Oversees development and maintenance of organization chart, position classifications, job descriptions and compensation structure; manages promotions, reclassification requests and changes to job duties.
- Develops and maintains current human resources policies, procedures, documentation and employee handbook.
- Manages department budget; plans and develops future budgets for the human resources department and district-wide personnel functions.
- Oversees and evaluates the work of human resources staff and participates in interviewing and hiring of other department staff as necessary.
- Serves on the Leadership Team; collaboratively makes District-wide recommendations and decisions.
- Serves as a role model for staff; maintains a courteous, positive image of the library.
- Participates and contributes to Board of Trustees meetings.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Establishes effective working relationships with other library departments and non-library entities.
- Participates in community events that promote the Library District.
- Attends meetings and participates in committees or community groups that further the PPLD mission and goals.
- Encourages professional development of human resources staff through participation in professional organizations.
- Represents the Library District to community agencies and professional library organizations.
- Serves on state and regional professional committees.
- 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:

- Expert knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.

CHIEF HR & OD OFFICER (cont.)

- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates experience in planning and managing complex human resources projects and budgeting.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library and department goals and objectives.
- Maintains knowledge of current trends and best practices through workshops, conferences or specialized literature.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with staff at all levels, members of the Board of Trustees, community partners and the public at large.
- Ability to maintain the highest levels of confidentiality.
- 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 Bachelor's degree in a related field of study.
2. Requires five to seven years of experience in a human resources environment.
3. Requires three to five years of demonstrated experience managing people and complex projects.
4. Master's degree in a related field, and four to six years of related experience is preferred.
5. Certifications in the following areas are preferred: SHRM-CP, SHRM-SCP, PHR or SPHR.

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 reach, bend, climb, twist and squat.

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 699,000 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!