LARAMIE COUNTY LIBRARY

DATE OF JOB POSTING: June 3, 2021

Job Posting for Branch Assistant in Eastern Laramie County

HOURS & SALARY: Part-time, 19-hours per week, with a starting salary of $13.50 an hour.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The *Gale/Library Journal* 2008 Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 yearly visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System provides opportunities that empower everyone to reach their full potential.

The individual in this position will have the opportunity to assist patrons in person and over the phone. This position is primarily at the Pine Bluffs Branch Library with some shifts at the Burns Branch Library as needed. This includes working every other Tuesday night until 7:00 p.m. and every other Saturday. One of two Branch Assistants, the individual in this position works collaboratively with two Branch Specialists and the Circulation & Branch Services Manager to provide excellent customer service to patrons. This position is responsible for some collection development and library events as assigned. Individuals with strong customer service skills, a sense of curiosity and a genuine willingness to help people will do well in this position. The position is vacant due to a resignation.

MINIMUM REQUIREMENTS

High School diploma or GED and six months of relevant experience (or the equivalent combination of education and experience).

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at www.lclsonline.org/work). **The application deadline is Thursday, June 17, 2021 at 12:00 p.m.** The hiring committee will contact applicants who are selected for further testing or interviews. Interviews will be conducted online via video conferencing software, such as Zoom. As a courtesy, Laramie County Library System notifies all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

The schedule consists of day, weekend and evening hours. **Anyone who works for the library must be willing to work anytime the library is open. A sample schedule is listed below to show rotation, but is subject to change.** Pine Bluffs Branch Library hours are Tuesday 10:00 a.m. to 7:00 p.m., Wednesday and Thursday 10:00 a.m. to 5:00 p.m., Friday 1:00 p.m. to 5:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m. The Pine Bluffs Branch Library is closed on Wednesdays and Sundays. All employees are scheduled to attend monthly staff meetings. **Initial training is in Cheyenne.**

This position works mostly in Pine Bluffs, but will work as a backup in Burns. Employee receives a half-hour lunch for days that are five or more hours. Depending on staffing levels, employee may sometimes close the library for a half-hour, or work through lunch and receive a half-hour schedule adjustment.

SAMPLE SCHEDULE: 19-hours

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week #1	OFF	9:00 am – 5:00 pm (7.5 hrs.)	1:00 pm - 5:00 pm (4 hrs.)	9:00 am – 5:00 pm (7.5 hrs.)	OFF	OFF	OFF
Week #2	OFF	1:30 pm – 7:00 pm (5 hrs. w/ lunch)	OFF	9:30 am – 5:00 pm (7 hrs.)	10:00 am – 2:00 pm (4 hrs.) IN BURNS	9:00 am – 12:00 pm (3 hrs.)	OFF

BENEFITS

Employees pay into Social Security. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave. The number of weeks of vacation leave increase with years of service.

Regular part-time employees who have their own medical insurance coverage may participate in dental insurance at their own expense. A prepaid legal services agreement is also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

QUESTIONS

For questions about this position, contact Kashawna White (Circulation & Branch Services Manager) at kwhite@lclsonline.org. No phone calls, please.