

Job Posting for Computer Center Assistant

HOURS & SALARY: Part-time 18-hours per week, with a starting salary of \$12.86 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 Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The individual in this position will have the opportunity to help patrons in the Computer Center. This includes working at a public service desk, sometimes with a coworker and often alone. Computer Center Assistants provide basic computer assistance and help patrons use other library equipment, such as printers and scanners.

This position is vacant due to a resignation and is one of four Computer Center Assistants working together to provide exemplary customer service. This is an exciting time to join the Computer Center team as new technologies are being added in the coming months, including a 3D printer and an AV recording studio! A background in public service and familiarity with computers and office equipment will be important to success.

MINIMUM REQUIREMENTS

High School diploma or GED and two years 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 <https://lclsonline.org/application-for-employment/>. **The application deadline is Monday, October 18, 2021 at 12:00 p.m.** The hiring committee will contact applicants who are selected for further testing or interviews. 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.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

SET SCHEDULE: 18-hours

| MON. | TUE. | WED. | THU. | FRI. | SAT. | SUN. |
|--|----------------------------------|----------------------------------|------|------|------|----------------------------------|
| 1:00 PM – 5:00 PM 6:00 PM – 9:00 PM (7 hrs.) | 6:00 PM – 9:00 PM (3 hrs.) | 2:00 PM – 6:00 PM (4 hrs.) | OFF | OFF | OFF | 1:00 PM – 5:00 PM (4 hrs.) |

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 Cara Nett at cnett@lclsonline.org. No phone calls, please.