



FACT SHEET FOR BRANCH ASSISTANT

(Part-time, 25-hours) 01/2018

MINIMUM REQUIREMENTS: High School graduate and six months of relevant experience or the equivalent combination of education and experience.

TO APPLY: Submit a completed LCLS Employment Application, available as a form-fillable PDF at lclsonline.org/work, as an attachment to office@lclsonline.org by 5:00 p.m. on Wednesday, February 14, 2018.

The primary responsibility of the Branch Assistant is to serve the public in such a way that the library needs of each individual patron are met. This includes making each patron feel they are special, yet complying with the policies of Laramie County Library System. Tasks relating to this position include checking in/out library materials; answering telephone calls; issuing library cards; shelving library materials; handling money; updating computer databases; answering reference questions; troubleshooting library equipment; processing interlibrary loans and holds; and assisting with library programs. The position requires someone who works well under pressure and is self-motivated. Customer service is a critical aspect of this position. **Computer experience is required.**

SCHEDULE

Hours per week: **25, mostly at Burns Branch Library.** The schedule is a variety of day, weekend and evening hours. The schedule is subject to change at the convenience of the library. **Anyone who works for the library must be willing to work anytime the library is open. Applicants for this position must be willing to work in any System library.** *Burns Branch Library* is currently open Monday 1:00 p.m. to 5:00 p.m., Tuesday and Friday 10:00 a.m. to 5:00 p.m., Thursday 10:00 a.m. to 7:00 p.m. and Saturday 9:00 a.m. to 12:00 p.m. *Pine Bluffs Branch Library* is currently open 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. *Central Library (Cheyenne)* is currently open 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 employees are scheduled to attend monthly staff meetings.

REMUNERATION

The salary range for this position is \$12.86 to \$19.29 per hour with a starting salary of \$12.86 per hour.

BENEFITS

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

For regular part-time employees working at least 25 hours per week, LCLS pays 100% for participation in Wyoming Retirement System. The rate is currently 16.627% of gross earnings. Regular part-time

employees who have their own medical insurance coverage may participate in Delta Dental at their own expense.

A deferred compensation plan is available at the employee's option. A prepaid legal services agreement is also available at the employee's expense. Library 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.

For questions about this position:

Kashawna White (Manager, Circulation & Branch Services); kwhite@lclsonline.org