



Fact Sheet for Audiovisual Clerk (part-time, 14-hours)

Working at Laramie County Library System (LCLS) is about joining an award-winning organization that sets the bar for service regionally and nationally. LCLS was named the Library of the Year by Gale/Library Journal in 2008. Our employees serve the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 400,000 visitors to our three locations and bookmobile every year, we provide opportunities that empower everyone to reach their full potential. Come join us!

Selection Process: Application deadline is **5:00 p.m. on Wednesday, April 18, 2018**. All applicants must submit a completed LCLS Employment Application (available as a form-fillable PDF at lclsonline.org/work) as an email attachment to office@lclsonline.org. Applicants who are selected for further testing or interviews will be contacted by someone on the hiring committee. As a courtesy, we attempt to notify all applicants when positions are filled. Hiring is contingent on a post-offer background check.

JOB SUMMARY

Job Title: Audiovisual Clerk
 Reports To: Manager, Circulation & Branch Services
 Location: Laramie County Library (2200 Pioneer Avenue, Cheyenne, WY 82001)
 Rate of Pay: \$10.58 per hour
 Benefits: This position is not eligible for benefits (see below for details)
 Hours: Part-time, 14-hours per week

Summary: Assists the Audiovisual Coordinator with repair and maintenance of audiovisual library materials and equipment.

Minimum Requirements: High School diploma or GED AND 2 years of relevant experience OR the equivalent combination of education and experience.

Schedule: 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* 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 employees are scheduled to attend monthly staff meetings.

SAMPLE SCHEDULE

| | MON. | TUE. | WED. | THU. | FRI. | SAT. | SUN. |
|--------|-------------|---------------------------------|---------------------------------|-------------|----------------------------------|-------------|-------------|
| Weekly | OFF | 6:00pm – 9:00pm (3 hours) | 1:00pm – 9:00pm (7 hours) | OFF | 10:00am – 4:00pm (4 hours) | OFF | OFF |

Benefits: Employees pay into Social Security. This position carries no holiday pay, vacation leave or sick leave. A prepaid legal services agreement is 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. No other benefits are offered.

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.

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