



Job Posting for Branch Assistant

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 385,000 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, June 13, 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. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we attempt to notify all applicants when a position is filled. Hiring is contingent on a post-offer background check.

JOB SUMMARY

Job Title: Branch Assistant
Reports To: Manager, Circulation & Branch Services
Location: **Pine Bluffs Branch Library** (110 E. 2nd Street, Pine Bluffs, WY 82082)
Rate of Pay: \$12.86 per hour
Benefits: This position is eligible for part-time benefits (see below for details)
Hours: Part-time, 18-hours per week

Summary: Provides library services at one, or more, of the branches of Laramie County Library System (LCLS), including assisting library patrons and assisting with collection development and library programs, as assigned.

Minimum Requirements: High School diploma or GED and 6 months of relevant experience OR the equivalent combination of education and experience.

Benefits: This position is eligible for part-time 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. The number of weeks of vacation increases with years of service.

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. 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.

Schedule: Schedule consists of day, weekend and evening hours **mostly in Pine Bluffs. Anyone who works for the library must be willing to work anytime the library is open.** *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.

SAMPLE SCHEDULE

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week #1	OFF	9:30am – 2:00pm (4.5 hrs.)	10:00am – 2:00pm (4 hrs.)	12:00 pm – 7:00pm (6.5 hrs.)	OFF	9:00am- 12:00pm (3 hrs.)	OFF
Week #2	OFF	9:30am – 2:00pm (4.5 hrs.)	1:00pm – 4:00pm (3 hrs.)	10:00am – 2:00pm (4 hrs.)	10:00am – 5:00pm (6.5 hrs.)	OFF	OFF
Week #3	OFF	9:30am – 2:00pm (4.5 hrs.)	10:00am – 2:00pm (4 hrs.)	12:00 pm – 7:00pm (6.5 hrs.)	OFF	9:00am- 12:00pm (3 hrs.)	OFF

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