



Job Posting for Circulation Assistant

Working at Laramie County Library System (LCLS) is about joining an award-winning organization that sets the bar for service regionally and nationally. We were 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!

JOB SUMMARY

Job Title: Circulation Assistant
Reports To: Manager, Circulation & Branch Services
Location: Laramie County Library (2200 Pioneer Avenue, Cheyenne, WY 82001)
Rate of Pay: \$12.25 per hour
Benefits: This position is eligible for part-time benefits (see below for details)
Hours: Part-time, 18-hours per week

Summary: Serves the general public, both in person and on the telephone on the first floor at Laramie County Library. The majority of the tasks performed by the individual in this position are conducted using our automated circulation system. Tasks include answering patrons' questions regarding items they have borrowed; answering telephone calls; assisting with Self Check stations; providing readers' advisory assistance; registering new cardholders and issuing library cards; assisting with overdue accounts; handling money; assisting with meeting rooms; providing patrons with directional information; and ensuring that everyone entering and leaving the library have a good experience.

Minimum Requirements: High School graduate AND 6 months of relevant experience OR the equivalent combination of education and experience. The ability to multitask and work well under pressure in a fast-paced, complex environment is critical. Computer experience is required.

Selection Process: The application deadline is **5:00 p.m. on Wednesday, July 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. The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants when a position is filled. Hiring is contingent on a post-offer criminal history background check.

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

Revised 6/25/2018

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week #1	10:00 a.m. – 2:00 p.m. (4 hrs.)	OFF	OFF	6:00 p.m. - 9:00 p.m. (3 hrs.)	10:00 a.m. - 1:00 p.m. (3 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	1:00 p.m. - 5:00 p.m. (4 hrs.)
Week #2	10:00 a.m. – 2:00 p.m. (4 hrs.)	OFF	OFF	6:00 p.m.- 9:00 p.m. (3 hrs.)	10:00 a.m. - 6:00 p.m. (7 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	OFF
Week #3	10:00 a.m. – 2:00 p.m. (4 hrs.)	10:00 a.m. – 6:00 p.m. (7 hrs.)	OFF	5:00 p.m. - 9:00 p.m. (4 hrs.)	10:00 a.m. - 1:00 p.m. (3 hrs.)	OFF	OFF
Week #4	10:00 a.m. – 2:00 p.m. (4 hrs.)	OFF	OFF	6:00 p.m.- 9:00 p.m. (3 hrs.)	10:00 a.m. - 1:00 p.m. (3 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	1:00 p.m. - 5:00 p.m. (4 hrs.)

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 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 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.

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