



Job Posting for Computer Center 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!

JOB SUMMARY

Job Title: Computer Center Assistant
 Reports To: Manager, Computer Center & Cataloging 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: Provides exceptional customer service while assisting patrons using computers the Computer Center.

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

Selection Process: 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 attempt to notify all applicants when a position is filled. Hiring is contingent on a post-offer 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

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Weekly schedule	1:00 p.m. – 5:00 p.m. (4 hrs.)	6:00 p.m. – 9:00 p.m. (3 hrs.)	2:00 p.m. – 6:00 p.m. (4 hrs.)	6:00 p.m. – 9:00 p.m. (3 hrs.)	OFF	OFF	1:00 p.m. – 5:00 p.m. (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 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 Cara Nett (Manager, Computer Center & Cataloging Services) at cnett@lclsonline.org. No phone calls, please.