



JOB POSTING FOR COMMUNICATIONS COORDINATOR
(Full-time, 38-hours) 07/2018

TO APPLY: Submit a completed *LCLS Employment Application* (available as a form-fillable PDF at lclsonline.org/work) cover letter and résumé as email attachments to office@lclsonline.org by 5pm on August 10, 2018.

COMMUNITY INFORMATION

Known for a mix of western “Live the Legend” attitude and consciously positioning itself to be a 21st century, sustainable community, Cheyenne – the capital of Wyoming – is the most-populated city in the nation’s least-populated state. Located in Laramie County (just a 90-minute drive from Denver), the high plains and great mountain ranges provide outdoor recreational opportunities. While the major businesses of Laramie County are government and service/retail trades, historically the Union Pacific Railroad, F. E. Warren Air Force Base and agriculture shaped the community. The efforts of strong economic development entities have resulted in the creation of three business parks that contribute to diversifying the economy and making Cheyenne one of the most desirable destinations for companies and corporations, big and small.

LIBRARY INFORMATION

LCLS serves a population of more than 98,000 through Laramie County Library (LCL) in Cheyenne, two rural branches, and a bookmobile. The library system has a staff of 55 FTE, an annual budget of just over \$5.5 million, circulation of 621,000 annually and a collection of 350,000 volumes. LCLS offers eBooks, eAudio books, and multiple databases through membership in a statewide cooperative.

LCLS celebrated 125 years of continuous service in 2011. The Cheyenne facility has many notable features including Gold LEED certification, selfcheck stations over three floors, automated sortation for returned items, wireless access, five meeting rooms, eight small study rooms, 50 work stations in the public Computer Center, a Special Collections Room and Reading Room, and a silent reading room complete with a fireplace.

LCLS has two teams – Operations and Public Services. The Deputy Director, Public Services oversees the Public Services team, which consists of four divisions focused on providing exceptional service to the public. The divisions are Circulation & Branch Services, Computer Center & Cataloging Services, Reference Services and Youth & Outreach Services. Each division is headed by a manager. Several divisions have assistant managers. The Deputy Director, Operations oversees the Operations Team, which consists of four units. The units are Business Office, Community & Media Relations, Facilities and The Library Café. The Executive Director (County Librarian) oversees the Information Technology division. The director, two deputy directors, managers and assistant managers make up the Leadership Team.



COMMUNITY & MEDIA RELATIONS UNIT

The Community & Media Relations unit (CMR) consists of a Design and Humanities Coordinator, Community Relations Coordinator, Communications Coordinator, Adult Programming Specialist (part-time) and Design Specialist (part-time). The people in the division each have unique job descriptions but work as a team to develop, promote and market the library's image, programs and services. The ability to collaborate, accept constructive criticism and value humor will be important for a new team member coming into this established team. Located on the second floor, the work area is an open design encouraging collaboration. In the last 5 years, the unit has evolved in its supporting role at LCLS.

ABOUT THE JOB

The primary responsibility of the person in this position is to ensure accurate information regarding library activities and services is delivered to the public in a creative and timely manner. Exceptional writing ability and familiarity with how media outlets operate will be key. The Communications Coordinator serves as communications officer and media liaison for the Laramie County Library System. The individual applying for this position must be a team player, innovative and adaptable. A core duty will be assisting the Deputy Director of Operations in establishing processes that ensure appropriate internal and external communication occur as well as efficient project management happens to move the mission of the unit forward. The person in this position will be involved in various other aspects of CMR including grant writing, adult programming and assisting the Community Relations Coordinator with LCLS volunteers. The person will need strong relationship-building skills as much of the work will require interaction with, information from, and support from staff members from other library divisions, the media, and the public.

QUALIFICATIONS

Must be self-motivated, creative and organized. The successful applicant will have good time management skills and the ability to meet frequent deadlines. Past experience working in a public environment and serving others is helpful. A Bachelor's Degree from an accredited college or university and two years relevant experience (or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities) is required. As a library communications professional, it is critical that the individual in this position sets high standards and is a role model to coworkers in terms of exceptional public relations and public service.

SCHEDULE

LCLS requires a regular work schedule. The person in this position will primarily work primarily Monday through Friday daytime hours. Occasional weeknight and weekend hours will be required. Additionally, the individual may occasionally be scheduled at times before the library opens and after the library closes to the public. The library expects all employees to be willing to work anytime the library is open or before and after hours as needed for completion of tasks relating to the specific position. The library is open Monday through Thursday 10 a.m. to 9 p.m., Friday and Saturday 10 a.m. to 6 p.m. and Sunday 1 to 5 p.m.



REMUNERATION

The hiring range for this position is \$16.41 to \$20.52 an hour. Compensation is commensurate with experience.

BENEFITS

Employees pay into Social Security.

Employees working 25 hours or more per week are automatically enrolled in the Wyoming Retirement System (WRS). LCLS pays both the employee and employer contributions to WRS. The contribution rates are based on gross earnings. The current employee contribution rate is 8.25% and the current employer contribution rate is 8.37% for a total contribution of 16.62% of gross earnings. Employees are vested after 48 months of service. Employees may not withdraw or rollover the employee contributions paid by LCLS until they become vested.

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 leave per year. The number of weeks of vacation increases with years of service.

Medical and dental insurance are available at the employee's option. LCLS pays 85% of the cost for the employee's medical and dental insurance premiums and the employee pays the remaining 15%. LCLS pays 35% of spouse and/or family medical and dental premiums and the employee pays the remaining 65%.

Employees may also elect to contribute to a deferred compensation plan, a prepaid legal services agreement and VSP (Vision Service Plan) at their own 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.