

November 19, 2018

## Job Posting for SHELVER

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: Shelver  
Reports To: Assistant Manager, Circulation & Branch Services/Readers' Advisory Librarian  
Location: Laramie County Library (2200 Pioneer Avenue, Cheyenne, WY 82001)  
Rate of Pay: \$8.83 per hour  
Benefits: This position is not eligible for benefits (see below for details)  
Hours: Part-time, 18-hours per week

### Summary

Shelves, organizes and inspects library materials in assigned areas, participates in closing procedures and checks-in library materials.

### Qualifications

Successful candidates must be fast, accurate and self-motivated; able to keep books in perfect order; able to tidy shelves and seating areas; work well on his/her own with minimal supervision; be very organized; and enjoy doing repetitive tasks. Knowledge of Dewey Decimal Classification System and/or a high comfort level with numbers and alphabetizing is critical.

### Minimum Requirements

At least 16-years old and demonstrated ability to read and the ability to file, or learn to file, alphabetically and numerically.

### Selection Process

This position is open until filled with the first review of applicants on **Monday, December 3, 2018 at noon. All applicants must submit an online application and upload a shelver availability worksheet at <https://goo.gl/pC5nXo>**. 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

Shelving positions involve working 18-hours a week. The schedule changes weekly. Shelves are expected to work four to five hours every Saturday and four to five hours every other Sunday. Shelves generally have two days off a week, but rarely are those days in a row. Shelves are expected to close at least two evenings a week Monday through Thursday, and must work their full hours every week.

The schedule is subject to change for the needs of the library. Library personnel must be willing to work any hours the library is open and also before hours for general staff meetings and staff in-service days. Library hours are currently Monday through 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.

### **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 Lori Lewis (Assistant Manager, Circulation & Branch Services/Readers' Advisory Librarian) at [llewis@lclsonline.org](mailto:llewis@lclsonline.org). No phone calls, please.