



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. 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: Branch Assistant
Reports To: Manager, Circulation & Branch Services
Location: Burns Branch Library (112 Main Street, Burns, WY 82053)
Pay Grade: 21 (\$12.86 to \$19.29 an hour) with a starting salary of \$12.86
Benefits: This position is eligible for part-time benefits as listed below
Hours: Part-time, 18-hours per week

Summary

Serves the public in such a way that the library needs of each individual patron are met. Works primarily in Burns with occasional work in Pine Bluffs. Substitutes for storytime as needed. Works every other Thursday night until 7:00 p.m. and every other Saturday.

Minimum Requirements

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

Selection Process

The application deadline is **Tuesday, January 22, 2019 at noon**. All applicants must submit an online application, cover letter and résumé 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

Schedule consists of day, weekend and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Burns Branch Library* hours are Monday 1:00 p.m. to 5:00 p.m., Tuesday 10:00 a.m. to 5:00 p.m., Thursday, 10:00 a.m. to 7:00 p.m., Friday 10:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m. The library is closed on Wednesdays and Sundays. All employees are scheduled to attend monthly staff meetings.

This position works mostly in Burns, but will be backup in Pine Bluffs. Employee receives a half-hour lunch for days that are five or more hours. Depending on staffing levels, employee may sometimes close the library for a half-hour, or work through lunch and receive a half-hour schedule adjustment.

SAMPLE SCHEDULE

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week #1	OFF	9:30 am – 1:00 pm (3.5 hrs.)	OFF	11:00 am – 7:00 pm (7.5 hrs.)	9:30 am – 5:00 pm (7 hrs.)	OFF	OFF
Week #2	OFF	9:30 am – 1:00 pm (3.5 hrs.)	OFF	10:00 am – 6:00 pm (7.5 hrs.)	10:00 am – 1:00 pm (3 hrs.)	9:00 am – 1:00 pm (4 hrs.)	OFF

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.