

## 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)  
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 (see below for details)  
Hours: Part-time, 18-hours per week

### Summary

Serves the general public in satisfying their informational and reading needs, provides readers' advisory help for materials on the first floor and assists library users with their library card accounts, self-check, and return of materials. Helps keep the floor tidy and meets patrons at their point of need. Provides excellent customer service to all ages.

### 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 12:00 p.m. on Monday, November 30, 2020. Interested applicants must submit an *LCLS Employment Application*, available at [www.lclsonline.org/work](http://www.lclsonline.org/work). The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by mail 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.

(See sample schedule on next page.)

SAMPLE SCHEDULE (3-week rotation)

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week #1	6:00 pm – 9:00 pm (3 hrs.)	5:00 pm – 9:00 pm (4 hrs.)	OFF	OFF	OFF	10:00 am – 6:00 pm (7 hrs.)	1:00 pm – 5:00 pm (4 hrs.)
Week #2	OFF	1:00 pm- 5:00 pm/ 6:00 pm – 9:00 pm (7 hrs.)	6:00 pm - 9:00 pm (3 hrs.)	12:00 pm- 4:00 pm (4hr)	10:00 am- 2:00 pm (4 hrs.)	OFF	OFF
Week #3	6:00 pm – 9:00 pm (3 hrs.)	5:00 pm – 9:00 pm (4 hrs.)	OFF	OFF	OFF	10:00 am – 6:00 pm (7 hrs.)	1:00 pm – 5:00 pm (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 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](mailto:kwhite@lclsonline.org).