

## Job Posting for Shelver

**HOURS & SALARY: Part-time 18-hours per week, with a starting salary of \$10.23 an hour.**

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The *Gale/Library Journal* 2008 Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 yearly visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System provides opportunities that empower everyone to reach their full potential.

The individual in this position will have the opportunity to shelve, organize and inspect library materials in assigned areas, participate in closing procedures and check-in library materials. They will provide assistance in the sort room with our state-of-the-art automated materials handling system and work a service point at the greeter desk interacting with the public.

Successful candidates must be fast, accurate and self-motivated. Individuals that have good organization skills, enjoy working on their own with minimal supervision and like to do repetitive tasks will thrive in this position. Knowledge of Dewey Decimal Classification System and/or a high comfort level with numbers and alphabetizing is a bonus.

### MINIMUM REQUIREMENTS

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

### SELECTION PROCESS

**The application deadline is Monday, March 8, 2021 at noon.** Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (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.

### WORK SCHEDULE

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

## **QUESTIONS**

For questions about this position, contact Lori Lewis (Circulation & Branch Services Assistant Manager/Readers' Advisory Librarian) at [llewis@lclsonline.org](mailto:llewis@lclsonline.org). No phone calls, please.