

Job Posting for Reference Specialist

HOURS & SALARY: Full-time, 38-hours per week, with a starting salary of \$14.89 an hour (candidates with a Master's degree in Library and Information Science from an ALA-accredited institution may start at a higher salary with a job title of Reference Librarian)

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 provide excellent customer service at the third floor Ask Here desk and help patrons in person, by telephone and online. Candidates should have an inquisitive nature, excellent research skills and the ability to conduct in-depth reference. Reference Specialists develop and manage assigned areas of the third floor collection including selection and deselection of library materials; conducting one-on-one training sessions with patrons requiring individualized assistance; assisting with study room and meeting room use; proctoring exams/tests; registering as a Notary Public to provide notary services; and planning and providing events for adults. It is an exciting time to join the Adult Services team as the team continues to offer more educational and engaging events for adults. This position is vacant due to a resignation.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university and one year of relevant experience.

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/>) and uploading a cover letter and résumé. **The application deadline is Monday, July 26, 2021 at 12:00 p.m.** The hiring committee will contact applicants who are selected for further testing or interviews. Interviews may be conducted via online video conferencing. 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

The 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* (Cheyenne) 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 library employees are scheduled to attend monthly staff meetings.

SAMPLE SCHEDULE: 38-hours

	MON	TUE	WED	THU	FRI	SAT	SUN
Week #1	OFF	9:00am – 6:00pm (8 hrs.)	1:00pm – 9:00pm (7 hrs.)	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF
Week #2	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	1:00pm – 9:00pm (7 hrs.)	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF	OFF
Week #3	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	1:00pm – 9:00pm (7 hrs.)	1:00pm – 9:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF	OFF

BENEFITS

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.12% of gross earnings. LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee. 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 per year. The number of weeks of vacation leave increase with years of service.

Medical insurance and a separate dental plan are available at the employee’s option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.

A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are 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 Elizabeth Thorson (Adult Services Manager) at ethorson@lclsonline.org. No phone calls, please.