



DATE OF JOB POSTING: October 5, 2021

## Job Posting for Branch Specialist (in Eastern Laramie County)

**HOURS & SALARY: Part-time 26-hours per week, with a starting salary of \$14.89 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 Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The individual in this position ensures the smooth function of library services primarily at Burns Branch Library, but may also work at Pine Bluffs Branch Library. One of two Branch Specialists (one at each location), this individual assists with collection development and collection maintenance, plans and implements library programs and events, and seeks out and fosters community partnerships. The Branch Specialist provides excellent customer service and seeks out opportunities to meet the needs of residents in rural Eastern Laramie County. This person often works alone or with one other branch employee during library events. The Branch Specialist may pivot from helping a patron borrow books to leading a storytime for children to troubleshooting a library computer. There is often something different to do every day.

This position is vacant due to a resignation. It is an exciting time to join the Branches team and help lead the Burns Branch Library into the next phase of library services for the community! A background in customer service and providing service to children are key attributes for success.

### MINIMUM REQUIREMENTS

Two years of college-level education from an accredited institution and two years of relevant experience OR the equivalent combination of education and 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 upload a cover letter and résumé. **The first review of applicants is Tuesday, October 19, 2021 at 12:00 p.m.** 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

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. The Burns Branch Library is currently open Monday 1:00 p.m. to 5:00 p.m., Tuesday and Friday 10:00 a.m. to 5:00 p.m., Thursday 10:00 a.m. to 7:00 p.m. and Saturday 9:00 a.m. to 12:00 p.m. The Pine Bluffs Branch Library is currently open Tuesday 10:00 a.m. to 7:00 p.m., Wednesday and Thursday 10:00 a.m. to 5:00 p.m., Friday 1:00 p.m. to 5:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m.

This position works mostly in Burns, but may occasionally be backup in Pine Bluffs. Branch employees receive a 30-minute lunch break on workdays that exceed five hours. Depending on staffing levels, employees may sometimes close the library for 30-minutes or work through lunch and receive a 30-minute schedule adjustment.

**SAMPLE SCHEDULE: 26-hours**

	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THU.</b>	<b>FRI.</b>	<b>SAT.</b>	<b>SUN.</b>
Week #1	OFF	9:00 a.m. – 5:00 p.m. (7.5 hours)	OFF	11:00 a.m. – 7:00 p.m. (7.5 hours)	9:30 a.m. – 5:00 p.m. (7 hours)	9:00 a.m. – 1:00 p.m. (4 hours)	OFF
Week #2	12:00 p.m.- 5:00 p.m. (5 hours)	9:30 a.m. – 5:00 p.m. (7 hours)	OFF	9:30 a.m. – 5:00 p.m. (7 hours)	9:30 a.m. – 5:00 p.m. (7 hours)	OFF	OFF

**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 per year. The number of weeks of vacation leave increase with years of service.

For regular part-time employees working at least 25-hours per week, LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.62% of gross earnings. 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. Library 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). No phone calls, please.