



Job Posting for Design & Marketing Specialist

HOURS & SALARY: Full-time, 30-38 hours per week, with a salary range of \$19.00 to \$28.50 per hour, hiring range of \$19.00-\$26.13 per 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 will assist in coordinating and creating graphic design and social media marketing at Laramie County Library System. The person in this position has the opportunity to help the Community & Media Relations team expand its current marketing efforts by participating in the production of large publicity campaigns, social media content, digital marketing, direct advertisements, and more. A creative, organized, curious, and team-oriented individual will do well in this position as they use their diverse skills to help inform the Laramie County community about the wide range of services, products, and resources the library offers. This position offers a breadth of responsibilities and tasks, making it an ideal job for those who enjoy new challenges, creative problem solving, and variety in day-to-day workload. The Design & Marketing Specialist will be tasked with finding new, unique, and effective ways to embody and share the library's mission, vision, and goals with the community.

Graphic design and social media skills, excellent organizational abilities, good communication tactics, exceptional creativity, experience working as part of a team, and the ability to problem solve are all key to succeeding in this position.

MINIMUM REQUIREMENTS

Associate or Bachelor's degree in graphic design, digital marketing, or related field; 3 years of relevant experience in social media and graphic design; or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

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 submitting a cover letter, resume and samples of graphic design work. **The application deadline is noon on March 20, 2023.** 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

Work schedule may consist of day, weekend, and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** This position may have the flexibility to work from home as part of their normal schedule after the training period. *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 employees are scheduled to attend monthly staff meetings in Cheyenne.

BENEFITS

Summary of Benefits:

- LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS). The employee rate is currently **9.25%** of gross earnings (the employer rate is currently 9.37% of gross earnings). WRS is a pension plan that will pay lifetime benefits, regardless of the account balance, when age and service requirements are met.
- Employees pay into Social Security.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and an annual personal day.
- 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). Employees earn up to two weeks of vacation leave per year for the first two years. At the start of the third year that increases to three weeks. The number of weeks of vacation leave increases 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 Laura Block (Deputy Director of Operations) at lblock@lclsonline.org or 307.773.7223.