

## Job Posting for Burns Branch Library Assistant in Burns, WY

**HOURS & SALARY:** Part-time, 19 – 24 hours per week, with a starting salary of \$15.17 per. This position is open until filled.

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 assist patrons in person and over the phone. This position is primarily at the Burns Branch Library with some shifts at the Pine Bluffs Branch Library as needed. This includes working every other Thursday night until 7:00 p.m. and every other Saturday. This schedule is subject to change when coverage is needed for events. Employees scheduled to work in their non-primary library location is receives \$1.00 pay differential and the current standard mileage rate reimbursement. One of two Branch Assistants, the individual in this position works collaboratively with two Branch Specialists and the Circulation & Branch Services Manager to provide excellent customer service to patrons. Individuals with strong customer service skills, a sense of curiosity and a genuine willingness to help people will do well in this position. The position is vacant due to a retirement.

### MINIMUM REQUIREMENTS

- High School diploma or GED; and
- 6 months 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/>). **The application deadline is Monday, February 19, 2024 at 5:00 p.m.** The hiring committee will contact applicants who are selected for interviews. As a courtesy, we notify all applicants 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.** A sample schedule is listed below to show rotation, but is subject to change. Burns Branch Library hours are Monday 1:00-5:00 p.m., Tuesday 10:00 a.m. to 5:00 p.m., Wednesday Closed, Thursday 10:00 a.m. to 7:00 p.m., Friday 10:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m. The Burns Branch Library is closed on Wednesdays and Sundays. All employees are scheduled to attend monthly staff meetings in Cheyenne. **Initial training is in Cheyenne.**

This position works primarily in Burns, but will work as a backup in Pine Bluffs. Employees scheduled to work in their non-primary library location is receives \$1.00 pay differential and the current standard mileage rate

reimbursement. Branch employees receives a half-hour lunch for days that are five or more hours, during which time the Branch is closed to the public.

**SAMPLE SCHEDULE: 19-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	9:30 AM – 5:00 PM* (7 hrs.)	Off	9:30 AM- 5:00 PM* (7 hrs.)	12:00 PM- 5:00 PM (5 hrs.)	OFF	OFF
Week #2	OFF	9:30 AM – 2:00 PM (4.5 hrs.)	Off	1:00 PM- 7:00 PM* (5.5 hrs.)	12:00 PM- 5:00 PM (5 hrs.)	8:30 AM- 12:30 PM (4 hrs.)	OFF

\*Includes an unpaid 30-minute lunch/dinner.

**PART-TIME (Benefited)**

Summary of Benefits:

- 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). 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.
- Employees pay into Social Security.
- 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, 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 Kashawna White (Circulation & Branch Services Manager) at [kwhite@lclsonline.org](mailto:kwhite@lclsonline.org). No phone calls, please.