

Job Posting for Circulation Specialist

HOURS & SALARY: Full-time 38-hours per week, with a starting salary of \$16.41-18.47 an hour based on skills and experience.

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 is responsible for knowing the Circulation Assistant position and works with a Circulation team to assist patrons on the first floor of the Cheyenne library. The Circulation & Branch Services employees works to assist patrons with their library card accounts, self-checkout and return of materials, meeting rooms reservations, and readers' advisory (finding a book, movie, or music that is of interest to a library user you are assisting). The individual in this position will train new employees on public service desks as well as be a lead trainer and scheduler for substitute employees. This position works closely with Circulation & Branch Services leadership to ensure smooth day-to-day operations of the division.

A successful candidate will be a curious person, who likes to problem solve, is detailed-oriented, patient and has the ability to listen and engage in dialogue. The abilities to multitask, handle interruptions, provide exceptional customer service and works well under pressure in a fast-paced, complex environment will be important to success.

MINIMUM REQUIREMENTS

- High School graduate; and
- 5 years of directly relevant experience; or
- The equivalent combination of education and experience.
- Proficiency with computers.

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/work>). **The application deadline is Wednesday, August 14, 2024, 12:00 p.m. (noon).** 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.** *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. Below is the regular schedule for this position, which is subject to change based on the needs of the Library.

38-hours

MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
OFF	10:00 AM – 6:00 PM (7 hrs.)	9:00 AM – 6:00 PM (8 hrs.)	12:00 PM – 9:00 PM (8 hrs.)	10:00 AM – 6:00 PM (7 hrs.)	9:00 AM – 6:00 PM (8 hrs.)	OFF

Note: Employees have a one-hour unpaid lunch or dinner hour for shift longer than five hours.

BENEFITS

- LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS). The total rate is currently **18.62%** of gross earnings (the employee rate is 9.25% and the employer rate is 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). 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 Kashawna White, kwhite@LCLSONline.org. No phone calls, please.