

Job Posting for Shelver

**HOURS & SALARY: Part-time 18-hours per week, with a starting salary of \$13.48 an hour.
There are two Shelver positions open.**

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 shelves, organizes and inspects library materials in assigned areas, participates in closing procedures and checks-in library materials. Shelvers will work in the sort room with the automated materials handling system and work a public service point at the Greeter Desk interacting with the public.

Successful candidates must be fast, accurate and self-motivated. Individuals that have good organization skills, enjoy working on their own with minimal supervision and like to do repetitive tasks will thrive in this position. Knowledge of Dewey Decimal Classification System and/or a high comfort level with numbers and alphabetizing is a bonus.

MINIMUM REQUIREMENTS

At least 16-years old and demonstrated ability to read, as well as the ability to file, or learn to file, alphabetically and numerically.

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/work/>) **First review of applicants will be August 28, 2024. This position is open until filled.** The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by email when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

Shelving positions involve working 18-hours a week. Shelvers are expected to work at least two evenings a week Monday through Thursday and at least one weekend day. Shelvers must work their full, regularly scheduled hours every week.

The schedule is subject to change for the needs of the library. Library personnel must be willing to work any hours the library is open and also before hours for general staff meetings and staff in-service days. Library hours are currently Monday through 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.

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. The number of weeks of vacation leave increase with years of service.

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 is 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. No phone calls, please.