

Job Posting for Adult Services Specialist

HOURS & SALARY: Full-time 38 hours per week, with a hiring range of \$19.95-22.44 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 have the opportunity to help patrons using the third floor (excluding the Computer Center), as well as services provided by the Adult Services division. This includes working at a public service desk (usually with a coworker and sometimes alone), planning and implementing events for adults, answering or researching questions, and developing areas of the nonfiction collection. Most of this person's time will be spent working directly with patrons.

This position is one of ten Adult Services employees working together to provide exceptional customer service. A background in public service, proficiency with technology, and a sense of curiosity will be important to success.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university and 1 year of relevant experience or the equivalent combination of education and experience.

SELECTION PROCESS

Interested applicants are encouraged to apply by completing an application and upload a cover letter and résumé. More information may be found at LCLSonline.org/work. **The application deadline is Sunday, September 29, 2024, 11:59 p.m.** with anticipated interviews occurring in October 2024. 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 a.m. to 9 p.m., Friday and Saturday 10 a.m. to 6 p.m., and Sunday 1 p.m. to 5 p.m. *NOTE: Library hours will change beginning November 4, 2024 to the following: Monday-Thursday 9 a.m. to 8 p.m. and Friday-Sunday 10 a.m. to 5 p.m. All library employees are scheduled to attend monthly staff meetings.

The individual in this position will work two evenings per week, and will be assigned weekend coverage according to the needs of the division. The employee's preferences will be taken into account as much as possible. There are two schedule options.

1. **Set schedule:** the employee will work a regular schedule from Monday-Thursday, have Friday and Saturday off, and work Sunday. Sample schedule:

MON	TUE	WED	THUR	FRI	SAT	SUN
11 am-8 pm (8 hrs.)	8 am-5 pm (8 hrs.)	8 am-5 pm (8 hrs.)	11 am-8 pm (8 hrs.)	off	off	10 am-5 pm (6 hrs.)

2. **Rotating schedule:** the employee will be assigned two Saturdays per month. They will work Tuesday-Saturday for those weeks and Monday-Friday for the other weeks. Sample schedule:

	MON	TUE	WED	THUR	FRI	SAT	SUN
1 st Sat.	off	8 am-5 pm (8 hrs.)	11 am-8 pm (8 hrs.)	11 am-8 pm (8 hrs.)	8 am-5 pm (8 hrs.)	10 am-5 pm (6 hrs.)	off
2 nd Sat.	off	8 am-5 pm (8 hrs.)	11 am-8 pm (8 hrs.)	11 am-8 pm (8 hrs.)	8 am-5 pm (8 hrs.)	10 am-5 pm (6 hrs.)	off
3 rd Sat.	10 am-5 pm (6 hrs.)	8 am-5 pm (8 hrs.)	11 am-8 pm (8 hrs.)	11 am-8 pm (8 hrs.)	8 am-5 pm (8 hrs.)	off	off
4 th Sat.	10 am-5 pm (6 hrs.)	8 am-5 pm (8 hrs.)	11 am-8 pm (8 hrs.)	11 am-8 pm (8 hrs.)	8 am-5 pm (8 hrs.)	off	off
5 th Sat.	10 am-5 pm (6 hrs.)	8 am-5 pm (8 hrs.)	11 am-8 pm (8 hrs.)	11 am-8 pm (8 hrs.)	8 am-5 pm (8 hrs.)	off	off

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 Adult Services Manager Elizabeth Thorson at ethorson@lclsonline.org. No phone calls, please.