

Job Posting for Computer Center Assistant

HOURS & SALARY: Part-time, 18 hours per week, with a starting salary of \$14.18 per hour. 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 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 Laramie County Library's Computer Center has 35 computers available for public use to connect with digital information worldwide. The computers also provide access to a variety of computing software including Microsoft Office, Adobe Acrobat, Adobe Creative Cloud, Audacity, and PrusaSlicer

Good communication and the ability to problem solve are key to succeeding in this position. This position requires someone who works well with people of all ages, possesses excellent customer service skills, and comfortable with various technologies.

MINIMUM REQUIREMENTS

- High School diploma or GED; and
- 2 years 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://recruiting.paylocity.com/recruiting/jobs/All/b8efbcc2-711e-4e51-963b-fa29ccd1667c/Laramie-County-Library-System>). **The application deadline is Sunday, October 13, 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. Library hours are Monday – Thursday 10am-9pm, Friday & Saturday 10am-6pm and Sunday 1-5pm.

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: 18-hours

| | MON. | TUE. | WED. | THU. | FRI. | SAT. | SUN. |
|---------|----------------------------------|------------------------------------|------------------------------------|-------------|-------------|-------------|---------------------------------|
| Week #1 | 4:00 PM - 8:00 PM (4 hrs.) | 11:00 AM – 4:00* PM (4 hrs.) | 11:00 AM – 4:00* PM (4 hrs.) | OFF | OFF | OFF | 10:00 AM – 5:00* PM (6 hrs.) |

*Includes an unpaid 60-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 Court Schilt at cschilt@lclsonline.org or 307.773.7236.