

## Job Posting for Youth Services Librarian

**HOURS & SALARY: Full-time 38-hours per week, with a starting salary of \$23.10 – \$26.50 an hour.**

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. Come join us!

The individual in this position will have the opportunity to help patrons using the second floor, as well as services provided by the Youth and Outreach Services division. This includes working at a public service desk (usually with a coworker), planning and implementing events for youth birth to 18, implementing outreach to the community through bookmobile services or doing early literacy programs, and assisting in the development of the youth materials collection. The majority of position's time will be spent working directly with youth and their caregivers.

This position is one of 14 Youth and Outreach Services employees working together to provide exceptional customer service. A background in public service, proficiency with technology, and creativity will be important to success.

### MINIMUM REQUIREMENTS

- Master's degree in Library Science or Information Science from an ALA-accredited college or university; and
- 2 years 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](http://LCLSONline.org/work). **The application deadline is Thursday, October 31, 2024, 11:59 p.m.** with anticipated interviews occurring in November 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 9:00 a.m. to 8:00 p.m., Friday, Saturday, and Sunday 10:00 a.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings. Below are sample schedules.

The individual in this position will work one evening 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.

SAMPLE SCHEDULES: 38-hours

MON.	TUE.	WED.	THU.	FRI.	SAT.*	SUN.
9:00AM – 6:00PM (8 hrs.)	12:00PM – 8:00PM (7 hrs.)	8:00AM – 5:00PM (8 hrs.)	8:00AM – 5:00PM (8 hrs.)	9:00AM – 5:00PM (7 hrs.)	OFF	OFF

OR

MON.	TUE.	WED.	THU.	FRI.	SAT.*	SUN.
OFF	12:00PM – 8:00PM (7 hrs.)	8:00AM – 5:00PM (8 hrs.)	8:00AM – 5:00PM (8 hrs.)	8:00AM – 5:00PM (8 hrs.)	9:00AM – 5:00PM (7 hrs.)	OFF

All shifts include a one-hour unpaid lunch.

**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 Youth & Outreach Services Manager Mynda Camphouse at [mcamphouse@lclsonline.org](mailto:mcamphouse@lclsonline.org). No phone calls, please.