

## Job Posting for Circulation Assistant - Part-time

**HOURS & SALARY: 2 positions, Part-time 21 hours per week and Part-time 22 hours per week, with a starting salary of \$14.89-16.89 an hour, depending on 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 will have the opportunity to assist library users on the first floor of the library. The five Circulation Assistants work together with other Circulation & Branch Services employees 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), among other tasks. The individual in this position is expected to observe patron behavior in relation to the Code of Conduct and follow guidelines for applying standards and consequences. A background in customer service, working with the public, and knowledge of computers will be important to success.

### **MINIMUM REQUIREMENTS**

High School diploma or GED and 6 months 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://lclsonline.org/work> ). **The application deadline is Sunday, December 15, 11:59 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.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 9:00 a.m. to 8:00 p.m., Friday - Sunday 10:00 a.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

See sample schedules on next page.

**SAMPLE SCHEDULE: 21 hours**

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
WEEK 1 & 2	10 a.m. – 1 p.m. (3)	10 a.m. – 5 p.m. (6) *	5 p.m. – 8 p.m. (3)	5 p.m. – 8 p.m. (3)	OFF	10 a.m. – 5 p.m. (6) *	OFF
WEEK 3 & 4	10 a.m. – 2 p.m. (4)	12 p.m. – 8 p.m. (7) *	5 p.m. – 8 p.m. (3)	5 p.m. – 8 p.m. (3)	OFF	OFF	10 a.m. – 2 p.m. (4)

**\*One hour unpaid lunch on days longer than 5 hours**

**SAMPLE SCHEDULE: 22 hours**

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
WEEK 1 & 2	4 p.m. – 8 p.m. (4)	OFF	OFF	4 p.m. – 8 p.m. (4)	OFF	9 a.m. – 5 p.m. (7) *	9 a.m. – 5 p.m. (7) *
WEEK 3 & 4	1 p.m. – 8 p.m. (6) *	2 p.m. – 6 p.m. (4)	OFF	10 a.m. – 5 p.m. (6) *	10 a.m. – 5 p.m. (6) *	OFF	OFF

**\*One hour unpaid lunch on days longer than 5 hours**

**BENEFITS**

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 four years, IT employees earn up to four weeks of vacation leave per year. At the start of the fifth year that increases to five weeks. 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 Kashawna White at [KWhite@lclsonline.org](mailto:KWhite@lclsonline.org).