



## FACT SHEET FOR CIRCULATION ASSISTANT

(Part-time, 18-hours) 01/2018

**MINIMUM REQUIREMENTS:** High School graduate and 6 months of relevant experience or the equivalent combination of education and experience.

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**TO APPLY: Complete an LCLS Application for Employment (available at [lclsonline.org/work](http://lclsonline.org/work)).**

**Please scan and email to [office@lclsonline.org](mailto:office@lclsonline.org) by 5:00 p.m. on Monday, January 22, 2018.**

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The primary responsibility of the Circulation Assistant is to serve the general public in satisfying their informational and reading needs, both in person and on the telephone. The majority of the tasks performed by the individual in this position are conducted using the library's automated circulation system. Tasks relating to working the first floor public service desks include answering patrons' questions regarding items they have borrowed; answering telephone calls; assisting with self-check stations; providing readers' advisory assistance; registering new cardholders and issuing library cards; assisting with overdue accounts; handling money; reserving meeting rooms; providing patrons with directional information; and ensuring that patrons entering and leaving the library have a good experience.

The ability to multitask is critical to success in this position. This position requires someone who works well under pressure in a fast-paced, complex environment and pays attention to detail. Working with the public is an important aspect of the position. **Computer experience is required.**

### SCHEDULE

Hours per week: 18. The schedule includes some daytime hours, but is primarily weeknights and weekend hours. Weekends are on a rotating schedule. The schedule is subject to change at the convenience of the library. (See attached sample schedule.) DURING TRAINING (FIRST TWO TO THREE WEEKS), THE SCHEDULE COULD CONSIST OF MAINLY DAYTIME HOURS – NEGOTIABLE. **Anyone who works for the library must be willing to work anytime the library is open.** Laramie County Library hours are Monday – 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. All employees are scheduled to attend monthly staff meetings.

### REMUNERATION

The salary range for this position is \$12.25 to \$18.37 per hour with a starting salary of \$12.25 per hour.

### BENEFITS

Employees pay into Social Security. This position carries holiday pay, vacation leave and sick leave. Vacation leave and sick leave are accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to take vacation after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation time. The number of weeks of vacation increases with years of service.

Regular part-time employees who have their own medical insurance coverage may participate in Delta Dental at their own expense. A deferred compensation plan is available at the employee's option. 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.*

**SAMPLE SCHEDULE**

**Circulation Assistant, 18-hours per week**

**Note: Library employees must be willing to work any hours the library is open. This is a sample schedule.**

Revised 1/3/2018

	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THU.</b>	<b>FRI.</b>	<b>SAT.</b>	<b>SUN.</b>
Week #1	OFF	OFF	10:00 a.m. – 2:00 p.m. (4 hrs.)	6:00 p.m. - 9:00 p.m. (3 hrs.)	10:00 a.m. - 1:00 p.m. (3 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	1:00 p.m. - 5:00 p.m. (4 hrs.)
Week #2	OFF	OFF	10:00 a.m. – 2:00 p.m. (4 hrs.)	6:00 p.m.- 9:00 p.m. (3 hrs.)	10:00 a.m. - 6:00 p.m. (7 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	OFF
Week #3	OFF	10:00 a.m. - 1:00 p.m. & 5:00 p.m. - 9:00 pm (Split, 7 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	5:00 p.m. - 9:00 p.m. (4 hrs.)	10:00 a.m. - 1:00 p.m. (3 hrs.)	OFF	OFF
Week #3	OFF	OFF	10:00 a.m. – 2:00 p.m. (4 hrs.)	6:00 p.m.- 9:00 p.m. (3 hrs.)	10:00 a.m. - 1:00 p.m. (3 hrs.)	10:00 a.m. – 2:00 p.m. (4 hrs.)	1:00 p.m. - 5:00 p.m. (4 hrs.)

If you have any questions about this position, contact Kashawna White (Manager, Circulation & Branch Services) at [kwhite@lclsonline.org](mailto:kwhite@lclsonline.org).