

Job Posting for part-time Library 2 Business (L2B) Specialist

NOTE: This is a temporary grant-funded position as long as funds are available, expected through June 30, 2022.

Working at Laramie County Library System (LCLS) is about joining an award-winning organization that sets the bar for service regionally and nationally. We were named the Library of the Year by Gale/Library Journal in 2008. Our employees serve the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 visitors to our three locations and bookmobile every year, we provide opportunities that empower everyone to reach their full potential. Come join us!

JOB SUMMARY

Job Title: Library 2 Business (L2B) Specialist
Reports to: Manager, Adult Services and Business Services Coordinator (Program Manager, Libraries Build Business)
Location: Laramie County Library (2200 Pioneer Avenue, Cheyenne, WY 82001)
Pay Grade: **24: \$15 to \$20 an hour depending on experience**
Benefits: This position is eligible for part-time benefits (see below for details)
Hours: **Part-time, 17 to 24 hours per week, negotiable**

Summary

Provides excellent customer service at the third floor Ask Here desk and helps patrons in person, by telephone, and online. Assists the Business Services Coordinator with assigned areas of the third floor collection including selection and deselection of library materials. Conducts one-on-one sessions with patrons requiring individualized assistance. Assists patrons with study room and meeting room use, proctoring exams/tests, and possibly registering as a Notary Public and providing notary services. Works closely with the Business Services Coordinator to further outcomes of the Libraries Build Business (LBB) program.

Minimum Requirements

Bachelor's degree from an accredited college or university AND one year of relevant experience; or the equivalent combination of education and experience with business experience preferred.

Selection Process

The application deadline is 12:00 p.m. on Monday, September 21, 2020. Interested applicants must submit an *LCLS Employment Application* (available at www.lclsonline.org/work), cover letter, résumé, and availability worksheet. The hiring committee will contact applicants who are selected for further testing or interview. As a courtesy, the library notifies all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

Schedule

Schedule may consist of day, evening, and weekend hours and may be 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.

SAMPLE SCHEDULE: 17-hour position

| MON. | TUE. | WED. | THU. | FRI. | SAT. | SUN. |
|--|------|--------------------------------|------|------|-------------------------------|------|
| 9:00 am – 12:00 pm/6:00 – 9:00 pm OR 2:00 pm – 9:00 pm (6 hrs.) | OFF | 10:00 am – 1:00 pm (3 hrs.) | OFF | OFF | 9:00 am – 6:00 pm (8 hrs.) | OFF |

Benefits

Employees pay into Social Security. This position carries holiday pay, vacation leave and sick leave. 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. The number of weeks of vacation leave increase with years of service.

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 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. Hiring is contingent on a post-offer background check.

Questions

For questions about this position, contact Elizabeth Thorson (Manager, Adult Services) at 307-773-7230 or ethorson@lclsonline.org.