Job Posting for Audiovisual Coordinator

HOURS & SALARY: Full-time 38-hours per week, with a starting salary of $18.10 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 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.

Do you enjoy movies, music and books? This might be the job of a lifetime! The individual in this position will have the opportunity to select audiovisual materials to add to the library collection, including movies, music, video games, audiobooks, and digital audiobooks. In addition to managing these collections, the Audiovisual Coordinator performs all duties of the Circulation Assistant position and works the first floor public service desks approximately 15-20 hours a week.

This position is vacant due to resignation of a long-term employee and is an exciting time to join the Circulation & Branch Services team. A background in customer service and a broad depth of knowledge of movies, music and books will be important to success. A cinephile, audiophile or bibliophile would do extremely well in this position.

MINIMUM REQUIREMENTS
Bachelor’s degree from an accredited college or university and two 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://lclsonline.org/application-for-employment/) and upload a cover letter and résumé. The application deadline is Monday, December 27, 2021 at noon. The hiring committee will contact applicants who are selected for further testing or interviews. 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.

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 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 library employees are scheduled to attend monthly staff meetings.
SAMPLE SCHEDULE: 38-hours

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<tr>
<td>Week #1</td>
<td>9AM – 6PM (8 hrs.)</td>
<td>10AM – 6PM (7 hrs.)</td>
<td>12PM – 9PM (8 hrs.)</td>
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<td>Week #2</td>
<td>9AM – 6PM (8 hrs.)</td>
<td>10AM – 6PM (7 hrs.)</td>
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<td>Week #3</td>
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<td>Week #4</td>
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<td>9AM – 6PM (8 hrs.)</td>
<td>9AM – 6PM (8 hrs.)</td>
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**BENEFITS**

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.62% of gross earnings. LCLS also pays 100% of the premium for $25,000 term life insurance policy for the employee. 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 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 Kashawna White at kwhite@lclsonline.org. No phone calls, please.