



Submit cover letter, resume and completed LCLS application to Carey Hartmann
chartmann@lclsonline.org . Position open until filled.
Applications received by Friday January 20, 2023 will be considered for interviews
beginning January 25, 2023.

JOB POSTING – BURNS BRANCH LIBRARY SPECIALIST, FULL TIME 01/2023

The primary responsibility of a Branch Library Specialist is to serve the general public in use of the branch libraries and ensure the smooth operation of the branch that is designated as the Branch Specialist's primary responsibility. The position that is open will primarily work in the Burns Branch Library, with weekly shifts in Cheyenne. Tasks include: checking out and checking in library materials, answering the telephone, issuing library cards, shelving library materials, handling money, updating computer data bases, answering reference questions, trouble-shooting equipment, processing interlibrary loans and holds, assisting with collection development and management, and creating interesting and engaging library events. This position requires someone who works well under pressure and is self-motivated. Public relations expertise is an important aspect of the position. Excellent computer skills required. Good written and oral communication skills a must, as well as speed and accuracy in completing tasks. To succeed in this position person hired must demonstrate good judgment, logical thought processes, and the ability to patiently problem solve. The two Branch Specialists and three Branch Assistants work together as a team, with the Circulation & Branch Services Manager, to achieve the mission of the library. Team work and flexibility are important skills for the person in this position. The person in this position must have home telephone or cell phone.

Laramie County Library System (LCLS) is the oldest continually operating county library system in the United States with its inception in 1886. LCLS has three facilities, Cheyenne WY, Burns WY and Pine Bluffs WY, and a bookmobile to provide library service to all residents of Laramie County. The Burns Branch Library has been serving the community of Burns, Wyoming and surrounding rural areas since the 1933. The current building was donated to the Laramie County Library System Board of Directors by Wyoming Bank & Trust. The facility opened in 2000 with the community contributing to the remodel by assisting an Eagle Scout with demolition prior to remodel.

The challenges and opportunities facing the Burns Branch Library in the coming months are a return to normal levels of event planning and implementation, and continued work to ensure the collections of materials in the library are meeting the needs of the community. Working closely with experts in the Cheyenne branch ensures that branch employees have support in planning and implementing adult, teen and children events, developing and weeding collections, and resolving issues with library card accounts. The position involves working 34 hours per week. The schedule is a variety of days, mornings, afternoons, Saturdays and evening hours. This position works some hours in Cheyenne. The schedule is subject to change at the convenience of the library and scheduled events take precedence.

34 Hr Branch Specialist Sample Schedule

	MONDAY in CHEYENNE	TUESDAY in BURNS	WEDNESDAY in CHEYENNE	THURSDAY in BURNS	FRIDAY in BURNS	SATURDAY in BURNS	SUN.
Week #1	9:30 a.m. – 6:00 p.m. (7.5)	9:00 a.m. – 5:00 p.m. (7.5)	OFF	11:00 a.m. – 7:00 p.m. (7.5)	9:00 a.m. – 5:00 p.m. (7.5)	8:00 a.m. – 1:00 p.m. (5)	OFF
Week #2	9:30 a.m.- 6:00 p.m. (7.5)	9:00 a.m. – 5:00 p.m. (7.5) or 11:00 a.m. - 7:30 p.m. (8)	10-2 (4)	9:00 a.m. – 5:00 p.m. (7.5)	9:30 a.m. – 5:00 p.m. (7)	OFF	OFF

Anyone who works for the library must be willing to work anytime the library is open or any time necessary to complete the duties of the position.

- The Burns Branch Library is currently open Monday 1pm-5pm; Tuesday and Friday 10am-5pm; Thursday 10 am-7 pm; and Saturday 9am-12pm. Closed Sunday and Wednesday.
- The Pine Bluffs Branch Library is currently open Tuesday 10am-7 pm; Wednesday and Thursday 10am-5pm; Friday 1pm-5pm; and Saturday 8:30am – 12:30 pm. Closed Sunday and Monday.
- The Central Library is open Monday through Thursday 10am to 9pm, Friday and Saturday 10am to 6pm and Sundays 1pm to 5pm.

Must be willing to work in any System library.

The salary for this position is \$15.63 to \$17.59 per hour depending on experience.

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 per year. The number of weeks of vacation leave increase with years of service.

For regular part-time employees working at least 25-hours per week, LCLS pays 100% of the employee contributions to the Wyoming Retirement System (WRS) - 18.62% on top of annual gross earnings. The employee rate is currently 9.25% of gross earnings. The employer rate is 9.37% of gross earnings. WRS is a pension plan that will pay lifetime benefits after retirement, regardless of the account balance, when age and service requirements are met.

Regular part-time employees who have their own medical insurance coverage may participate in dental insurance 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. Library 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.