



Job Posting for Facilities Assistant Superintendent

Please submit library application <https://lclsonline.org/application-for-employment> by noon, Wednesday, September 21.

HOURS & SALARY: Full-time, 38-hours per week (benefited), with a hiring range of \$19.00-\$25.00 per 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 2008 *Gale/Library Journal* Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 annual visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System provides opportunities that empower everyone to reach their full potential. Come join us! If you like to think about future projects and have a good sense of how small and large projects need good planning and organization, this is the job for you. The individual in this position will work closely with the Facilities Superintendent and Deputy Director of Operations in anticipating future needs and planning projects two to five years out. Someone who is a visionary, likes to organize, be organized and values good documentation will thrive in this position.

If you are a person who notices the little things and has to fix them once you see them, this is the job for you. The individual in this position must care about detail and have high standards for the work they perform. A person who realizes that how the library looks in terms of cleanliness, repair and maintenance is critical to good customer service will thrive in this job.

The day-to-day work is constant and may be fast-paced at times. Working with a skilled Facilities Superintendent and two part-time facilities employees ensures that the care of all library facilities, grounds and vehicles is a shared duty.

The library has assistance with basic vehicle maintenance from County Public Works, maintenance contracts on major building systems and equipment, and large projects are completed by contractors or tradesmen as necessary. This ensures that the small facilities team is capable of achieving what is expected. Although facilities is managed by the Deputy Director of Operations, the other two administrators and five division managers may occasionally direct the work of facilities employees. Employees use a ticket system to request regular maintenance issues.



MINIMUM REQUIREMENTS

- Bachelor's Degree in Facilities Management, Business Administration or similar field and
- 2 years of relevant experience or
- The equivalent combination of education and experience.

PREFERRED REQUIREMENTS

- Licensure or certification in one of the construction trades (electrician, plumber, HVAC, etc.) preferred.

SELECTION PROCESS

The application deadline is **September 21, 2022 at noon**. 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 hiring committee will contact applicants who are selected for further testing or 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 position involves working 38 hours per week. The schedule will be made in consultation with the Facilities Superintendent to ensure the facility and maintenance needs are met. The individual in this position may work early mornings (prior to the library opening), evenings and weekends and will be required to report for snow removal as necessary. **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.

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 Laura Block (Deputy Director of Operations) at lblock@lclsonline.org or 307.773.7223.