Submit completed online LCLS application, with uploaded cover letter and résumé at https://lclsonline.org/application-for-employment/. Position open until filled. Application received by Wednesday October 12, 2022 will be considered for interviews the week of October 17 through October 21, 2022.

JOB POSTING - BRANCH LIBRARY ASSISTANT, PART-TIME 9/2022

The primary responsibility of a Branch Library Assistant is to serve the general public in use of the branch libraries and to work as a team with the manager and co-workers to ensure the smooth operation of the branch within the job responsibilities of the Branch Assistant’s primary. The position that is open will work primarily in the Pine Bluffs Branch Library. Tasks include: checking out and checking in library materials, answering the telephone, issuing library cards, shelving library materials, handling money, updating computer databases, answering reference questions, trouble-shooting equipment, processing interlibrary loans and holds, assisting with collection development and management, and help during library events. The 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. Teamwork and flexibility are important skills for the person in this position. The person in this position must have a 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 challenges and opportunities facing the branch libraries 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 19 hours per week. The schedule is a variety of days, mornings, afternoons, Saturdays and evening hours. The schedule is subject to change at the convenience of the library and scheduled events take precedence. Initial training is conducted in Cheyenne, followed by additional training in each branch.
### 19Hr Branch Assistant – Sample- Pine Bluffs

<table>
<thead>
<tr>
<th></th>
<th>MON.</th>
<th>TUE.</th>
<th>WED.</th>
<th>THU.</th>
<th>FRI.</th>
<th>SAT.</th>
<th>SUN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week #1</td>
<td>OFF</td>
<td>9:30 am. – 5:00 pm. (7)</td>
<td>10:00 am- 2:00 pm (4)</td>
<td>10:00 am- 2:00 pm (4)</td>
<td>1:00 pm- 5:00 pm (4)</td>
<td>OFF</td>
<td>OFF</td>
</tr>
<tr>
<td>Week #2</td>
<td>OFF</td>
<td>1:00 pm. – 7:00 pm. (5.5)</td>
<td>10:00 am-1:30 pm (3.5)</td>
<td>10:00 am- 4:30 pm (6)</td>
<td>OFF</td>
<td>8:30 am- 12:30 pm (4)</td>
<td>OFF</td>
</tr>
</tbody>
</table>

**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 starting salary for this position is $14.18 per hour.

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.**