

Job Posting for part-time Business Services Specialist

HOURS & SALARY: Part-time, 24-hours per week, with a starting salary of \$17.23 to \$20 an hour (depending on experience).

NOTE: This is a 2-year temporary grant-funded position as long as funds are available, expected through November 30, 2023.

NOTE: Interviews may be scheduled in January 2022 if necessary.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The 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.

The individual in this position will have the opportunity to assist with providing Library to Business (L2B) services to the community through implementation of the Libraries Build Business (LBB) and Community Navigator Pilot Project (CNPP) initiatives at Laramie County Library System. This is a 2-year temporary grant-funded position expected until November 30, 2023. The Business Services Specialist is responsible for all job duties of the Reference Specialist position, including providing excellent customer service at the third floor Ask Here desk and helping patrons in person, by telephone, and online. The Business Services Specialist also 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; proctors tests; and may register as a Notary Public.

It is an exciting time to join the Adult Services team as the LBB and CNPP initiatives enable the library to extend Library to Business services to the entire state of Wyoming! A background in business or nonprofit services will be important to success. Someone who thrives from interacting with a wide variety of people and who is passionate about business will do well in this position.

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

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 20, 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: 24-hours

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week 1	12-9	off	off	12-9	9-6	off	off
Week 2	12-9	off	off	12-9	off	9-6	off
Week 3	12-9	off	off	12-9	off	9-6	off

This is a three-week cycle, i.e. after working the Week 3 schedule, the employee starts over with the Week 1 schedule.

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 at ethorson@lclsonline.org. No phone calls, please.