

## Job Posting for Circulation Assistant- Part-time

**Position open until filled. Please submit a library online application by noon on Wednesday October 5, 2022 to be considered for interviews the week of October 10-14, 2022**

**HOURS & SALARY: Part-time 22-hours per week, with a starting salary of \$13.50 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 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 library users on the first floor of the library. The five Circulation Assistants work together with other Circulation & Branch Services employees to assist patrons with their library card accounts, self-checkout and return of materials, meeting rooms reservations, and readers' advisory (finding a book, movie, or music that is of interest to a library user you are assisting), among other tasks. It is an exciting time to join the Circulation & Branch Services team. A background in customer service and knowledge of computers will be important to success.

### **MINIMUM REQUIREMENTS**

High School diploma or GED and 6 months 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/>). The hiring committee will contact applicants who are selected for interviews. As a courtesy, we notify 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.

See sample schedule on next page.

SAMPLE SCHEDULE: 22-hours

	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THU.</b>	<b>FRI.</b>	<b>SAT.</b>	<b>SUN.</b>
Week #1	10:00 am - 2:00 pm/6:00-9:00 pm (7 hrs.)	OFF	OFF	6:00 pm – 9:00 pm (3 hrs.)	OFF	10:00 am – 6:00 pm (7 hrs.)	12:00 pm – 5:00 pm (4 hrs.)
Week #2	10:00 am - 2:00 pm/5:00-9:00 pm (8 hrs.)	OFF	10:00 am – 6:00 pm (7 hrs.)	1:00 pm – 5:00 pm/ 6:00 pm-9:00 pm (7 hrs.)	OFF	OFF	OFF
Week #3	10:00 am - 2:00 pm/6:00-9:00 pm (7 hrs.)	OFF	OFF	6:00 pm – 9:00 pm (3 hrs.)	OFF	10:00 am – 6:00 pm (7 hrs.)	12:00 pm – 5:00 pm (5 hrs.)

**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 Kashawna White at [kwhite@lclsonline.org](mailto:kwhite@lclsonline.org).