



Webmaster – Fact Sheet 02/2010

Submit cover letter and resume to Carey Hartmann at Laramie County Library System, 2200 Pioneer Avenue, Cheyenne, Wyoming 82001 or chartmann@lclsonline.org. Interview by appointment only. Position opened until filled.

The primary responsibility of Webmaster/Web Designer is to update, design, maintain and manage the library's Internet website and Intranet website. LCLSonline (www.lclsonline.org) is the official publication of Laramie County Library System. LCLSonline is the World Wide Web arm of the Laramie County Library System's mission statement, "to serve all people of Laramie County in their quest for lifelong learning and adventure." It is also the library's reputation to the world. The individual in this position will be part of the Information Technology Division while working closely with the national award winning Community/Media Relations team. This team is responsible for all visual and written work done to promote library services, programs, opportunities and events.

The individual in this position is responsible for ensuring accurate and timely updates, interesting graphics of high standards, and ease of use navigation. While updating and maintaining the current websites, the individual in this position will develop the next website for the library. All work on changes, new pages, or other developments is carried out in a team environment. Employees in all areas of the library will have input at various stages of development. The primary team for website design will consist of the Community/Media Relations Manager, Community/Media Relations Specialist, IT Manager and Webmaster-Designer. The County Librarian has final approval. LCLS intends to debut a new website annually.

Successful applicant will be a team player who has excellent skills and abilities in all aspects of web design and graphics. Must be self motivated, creative and organized. Good time management skills are required. Past experience working in a public environment, serving others would be helpful.

For more detailed information on the exact job duties, see Webmaster/Web Designer Job Description.

Anyone who works for the library must be willing to work anytime the library is open or any times before or after hours as necessary for the position. Library hours are Monday - Thursday 10am to 9pm, Friday & Saturday 10am to 6pm and Sunday 1pm to 5pm. All employees are scheduled to attend monthly staff meetings.

This position is primarily Monday through Friday. The schedule is subject to change at the convenience of the library.

The hiring range for this position is \$36,578 - \$42,674. Compensation is commensurate with experience.



Employees may join the Cheyenne-Laramie County Federal Credit Union. Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System, which is 11.25% of the employee's salary. A deferred compensation plan is available at the employee's option. The position carries holiday pay, vacation and sick leave. Vacation may not be taken during the first 6 months of employment (prior commitments negotiable). After 6 months the position carries 2 weeks vacation time. (Number of weeks of vacation increases with years of service.) Employee may enroll in WINhealth Medical plan and the Delta Dental Plan of Wyoming, a discounted vision plan and a pre-paid legal services agreement are also available at the employee's cost. Library employees receive a discount for YMCA membership.

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.