



FACT SHEET FOR REFERENCE SPECIALIST (2/2012)

To apply, submit a cover letter, resume, and completed LCLS application to Elizabeth Thorson (ethorson@LCLSonline.org) by noon on Friday February 10, 2012.

RESPONSIBILITIES

The primary responsibility of a person in this position is to serve the general public in satisfying their informational needs. The individual in this position works the majority of the time in the presence of or directly serving people one-on-one; this includes assisting patrons in finding information, giving directions, resetting computers or teaching patrons how to use paper and electronic resources. The successful candidate will have high energy, a generous nature and be calm under stress. The library's service population includes toddlers through senior citizens, elementary school children to GED candidates to PhD students – in other words, all of your fellow citizens who live in Laramie County and numerous visitors from all over the world. They may be seeking help with finding a book for a school paper, finding a stock quotation, locating a recipe, instruction on use of the Internet or assistance in beginning a research project. In addition to assisting patrons in person at the Ask Here Desk on the third floor of the library or patrons located outside the library, an individual in this job does a variety of other tasks such as various clerical duties that ensure Reference Services runs smoothly.

QUALIFICATIONS

Qualifications for this position include: Experience working with the general public and a love of being constantly with people; ability to problem solve; good critical thinking skills, judgment, and written and oral communication skills; speed and accuracy in completing tasks; persistence, tact and patience. Bachelor's degree and computer experience required. A general knowledge of a wide variety of subject areas is helpful. (See attached job description)

SCHEDULE

One part-time position open; 26 hours per week. The position involves working evenings, weekdays and weekends. (See sample schedules below). The library expects all employees to be willing to work any time the library is open, as well as hours before and after that time as needed for accomplishing the duties of the position. The library is open Monday through Thursday 10am to 9pm, Friday and Saturday 10am to 6pm and Sundays 1pm to 5pm. **The schedule is subject to change for the needs of the library.**

REMUNERATION

Base pay for this position is \$14.18 per hour.

BENEFITS

Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 14.12% of gross earnings. This position carries holiday pay, vacation and sick leave. Vacation time is accrued based on the number of hours worked. Employees are eligible to take vacation after 6 months of employment (prior commitments negotiable). For the first two years employees earn two weeks of vacation time. The number of weeks of vacation increases with years of service. Regular part-time employees working 20 hours per week or more who have their own medical insurance coverage may participate in Delta Dental at their own expense. A deferred compensation plan is available at the employee’s option. A discounted vision plan and a prepaid legal services agreement are also available at the employee’s cost. 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*

SAMPLE SCHEDULES – subject to change for the needs of the library.

Employees work cycle A for two weeks and then cycle B for two weeks and then back to A, etc.

26 hours	Mon	Tue	Wed	Thur	Fri	Sat	Sun
A	off	10-2 (4)	5-9 (4)	5-9 (4)	10-6 (7)	10-6 (7)	off
B	10-6 (7)	10-2 (4)	5-9 (4)	5-9 (4)	10-6 (7)	off	off