

**Sheridan County Public Library System  
Fulmer Library – Vacancy Announcement**

**Position Title:**     **Library Assistant - Circulation**

**Location:**           Sheridan County Fulmer Public Library

**Education:**         High school diploma; some college and/or library experience preferred.

**Wages:**             \$13.00 per hour

**Schedule and Benefits:**

- ◆ 37.5 hours/week (full-time; non-exempt)
  - Monday – Thursday from 10:30 a.m. – 7:00 p.m.
  - Friday from 8:30 a.m. – 5:00 p.m.
- ◆ Annual Leave (7.5 hours per month)
- ◆ Sick Leave (7.5 hours per month)
- ◆ Paid Holidays
- ◆ Medical, Dental and Life Insurance (80% employer and 20% employee premiums)
- ◆ Wyoming Retirement System: (10.37% employer and 8.25% employee contribution)

**Closing Date:**       5:00 p.m. on Monday, January 31, 2022. Open until filled

**Partial list of duties (see Job Description for complete list of duties):**

- ◆ Using the integrated library system to charge & discharge materials, place materials on hold, record fees and payment, etc.
- ◆ Issue and update patron registration.
- ◆ Assist patrons on use of electronic card catalog, electronic databases, Internet, etc.
- ◆ Assist customers of various ages and literacy levels to locate reference and recreational reading materials including print and online resources.
- ◆ Provide one-on-one assistance to customers needing to install library apps on mobile devices in order to access eBooks, eAudiobooks, and other digital content.
- ◆ Sort materials on shelving carts and shelve library materials.

**Qualifications:**

Strong customer service skills and enjoy working with people of all ages and backgrounds. Excellent communication skills; knowledge of general library practices and procedures; and strong computer skills preferred. Experience installing and troubleshooting library apps on mobile devices (tablets, smart phones, eReaders). Background check is required.

**To Apply:**

**Application packets** are available on-line at [www.sheridanwyolibrary.org](http://www.sheridanwyolibrary.org) or at the Fulmer Public Library. Submit Resume and Completed Application Packet no later than **5:00 p.m. on Monday, January 31, 2022** for consideration. Open until filled

**To:** Cameron Duff – Library Director  
Sheridan County Public Library System  
335 West Alger  
Sheridan, WY 82801  
Email: [cduff@sheridanwyolibrary.org](mailto:cduff@sheridanwyolibrary.org)

**Sheridan County Public Library System**  
**Library Assistant – Fulmer Library**  
**Job Description**

**REPORTS TO**

Circulation Supervisor, Manager on Duty, and/or Library Director.

**JOB SUMMARY**

Performs a variety of work assisting customers with information requests, meeting room reservations, computer and printing questions, checkout and check in of items, and offers one-on-one assistance accessing electronic resources on mobile devices.

**DUTIES AND RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):**

- ◆ Using the ILS (integrated library system) charge & discharge materials, place materials on hold, record fees and payment, etc.
- ◆ Issue and update patron registration
- ◆ Sort materials on shelving carts and shelve library materials
- ◆ Maintain new book shelves
- ◆ Assist customers of various ages and literacy levels to locate reference and recreational reading materials including print and online resources
- ◆ Provide one-on-one assistance to customers needing to install library apps on mobile devices in order to access eBooks, eAudiobooks, and other digital content.
- ◆ Assist customers with the Internet computers
- ◆ Assist customers with printing/scanning/copying/fax services
- ◆ Schedule meeting room reservations
- ◆ Performs various tasks as assigned by supervisor

**QUALIFICATIONS**

High school diploma required; some college and/or library experience preferred. Previous library experience is helpful. Background check is required.

**REQUIRED SKILLS**

Strong customer service skills and enjoy working with people of all ages and backgrounds. Excellent communication skills; knowledge of general library practices and procedures; and strong computer skills preferred. Experience installing and troubleshooting library apps on mobile devices (tablets, smart phones, eReaders).

**PHYSICAL REQUIREMENTS**

- ◆ Ability to reach shelves at high and low levels
- ◆ Ability to bend, stoop, twist, turn and move materials in the library
- ◆ Ability to push carts and bins loaded with library materials
- ◆ Ability to lift up to 25 lbs. on a regular basis and up to 50 lbs. occasionally
- ◆ *We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.*