



Posting #E-2023-10 - Posted 05/11/2023  
Deadline: 05/25/2023

## NOTICE OF JOB OPENING Outreach Specialist

Full-Time (40 hrs/wk) – HQ Public Services Department

### WE BRING THE LIBRARY TO YOU! NOSOTROS TE TRAEMOS LA BIBLIOTECA!

FCPL is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff. FCPL does not discriminate on the basis of race; color; religion; sex; gender identity; sexual orientation; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth, or related medical conditions; or any other legally protected category.

**Overview:** Forsyth County Public Library strives to serve the entire Forsyth County community by offering library programs and services outside our branch locations that strengthen and improve the quality of life for our patrons. From visits to schools, daycares and senior living facilities to attending community events, we make sure Forsyth County Public Library is there for everyone. Our Outreach Team specializes in taking the library on the road, creating custom programs and activities for all ages.

**Hourly Pay:** \$20.69 without MLIS / \$23.69 with MLIS (Non-Exempt)

**Benefits:** Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days), Teachers Retirement System of GA; Free Life (2x Pay), Short-Term Disability Insurance, and Long-Term Disability Insurance; Optional Health, Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.

**Schedule:** Full-time, non-exempt status. Because outreach to the community may take place during a variety of days and times, including evenings and Saturdays, **the work schedule will vary and you must be able to work a flexible schedule.** Unlike branch schedules, in which staff are often scheduled one specific evening per week and weekends on a rotating basis, the schedule for this position will vary week to week, depending on outreach needs. The schedule will include a combination of daytime, evening, and Saturday hours. **Applicants will only be considered if they can meet this flexible schedule as an ongoing requirement.**

#### Responsibilities:

- Deliver outreach services to the Forsyth County Community.
- Provide information, readers' advisory, and circulation services to Bookmobile and Outreach patrons of all ages.
- Perform a variety of support tasks relating to outreach.
- Provide direct customer service to patrons of all ages with an emphasis on children and teens.

#### Requirements:

##### • Minimum:

Bachelor's Degree; 1+ yrs experience in providing programming for children; Customer service experience; Knowledge of classic and popular authors for all ages; Knowledge of the principles of child literacy and the stages of child development. Strong public speaking and verbal communication skills; Strong computer skills, including the use of Google Workspace, databases, electronic resources, and other software. Valid GA driver license.

##### • Preferred:

Master's in Library Science (MLIS); Georgia Certificate of Librarianship. Public Library experience in youth services, reference services, and information services. ***Bilingual Spanish skills highly preferred.***

**To Apply:** Submit Cover Letter, Resume, and FCPL Application (available at [www.forsythpl.org/employment](http://www.forsythpl.org/employment)) by email to [fcpl-jobs@forsythpl.org](mailto:fcpl-jobs@forsythpl.org) or by mail to Human Resources, Forsyth County Public Library, 585 Dahlonega St, Cumming, GA 30040 or drop it off at any FCPL branch. **Deadline: 05/25/2023**

NOTE: This position requires long periods of sitting at a desk while working at a personal computer, meeting with other persons, and reviewing documents. On a daily basis, the position involves intermittent periods of standing, walking, stooping and bending. Duties involve frequent lifting of light objects (e.g., books, reams of paper) with occasional lifting or moving of heavier objects (e.g., tables, crates of books, oversized games). The incumbent regularly uses a personal computer, standard office equipment, and craft tools requiring a high degree of dexterity. Daily activities require the incumbent to communicate verbally under pressure, to project vocally to a group, and to distinguish between shades of color. The incumbent is occasionally required to manipulate audio/visual equipment, work from a ladder, and push fully-loaded book carts. Outreach events require frequent lifting, carrying, pushing, pulling, and moving of equipment (e.g., loading equipment into and out of vehicle; setting up and breaking down portable tent; hauling cumbersome or heavy crates, bins, tables, and chairs; moving items over unpaved or uneven surfaces). On a regular basis, the incumbent drives a vehicle and is exposed to outdoor weather conditions and traffic hazards.

**All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.**