



NOTICE OF JOB OPENING Information Specialist

Part-Time (25 hrs/wk) - Current opening located at Post Road branch

Do you pride yourself on excellent customer service?

Forsyth County Public Library in Cumming, GA is looking for an exceptional Information Specialist!

This part-time, 25-hour per week position offers a generous benefit package.

Explore this exciting opportunity!

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: The Information Specialist position is a front-line customer service position for the Library and provides information, readers' advisory, and circulation services to library patrons of all ages. It uses electronic and print resources to meet patrons' information needs. It plans, prepares, and presents programs for adults. It also assists in collection maintenance and performs a variety of tasks in support of the Library.

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 Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.

Schedule: **Flexibility is a must.** Part-time, 25 hours per week. Applicants must be able to work evening and daytime hours as well as **Saturday and Sunday shifts on a rotating basis.**

Responsibilities:

- Provides direct customer service to library patrons of all ages.
- Plans and conducts library programs and tours for adults.
- Deselects (weeds) materials in designated areas. Develops displays.
- Provide direct customer service to patrons of all ages.
- Assist patrons in using Library services and technology.
- Conduct reference interviews to determine patron needs.
- Use electronic and print resources to find information and assist patrons in using these resources.
- Provide reader's advisory recommendations.

Requirements:

Minimum:

- Bachelor's Degree; Customer service experience.
- Knowledge of classic and popular authors for all ages; Broad knowledge in a variety of topics and interests.
- 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 reference, information & readers advisory services.
- Bilingual skills (English/Spanish, English/Hindi/Tamil/Telugu) skills helpful.

To Apply: Submit Cover Letter, Resume, and FCPL Application (available at www.forsythpl.org/employment) by email to 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: 05/31/2023**

Physical Demands: Prolonged periods of standing & sitting. Frequent but intermittent periods of stooping, bending, walking, moving throughout the library, pushing fully-loaded book carts & bins. High degree of manual dexterity & repetitive hand movement. Frequent lifting of light objects (e.g., books, reams of paper), occasional lifting of heavy items (tubs or boxes of library materials), & occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions. Must be able to independently lift or move a tub/container of library materials (which may weigh up to 40 pounds).

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