



NOTICE OF JOB OPENING

Circulation Supervisor

Current opening located at Hampton Park branch

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: Oversees activities to support branch-level circulation functions, including the check-in and shelving of library materials. Supervises, trains, coaches, and mentors non-classified staff and volunteers engaged in checking in and shelving materials. Oversees branch-level collection support activities, which include maintaining attractive collections through weeding, shifting, and displaying materials. Serves as a building supervisor. Performs the duties of an Information Specialist, providing direct customer service, information services, and circulation services to library patrons of all ages.

Salary: \$52,707.20/annually

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

Schedule: Full-time, exempt status. Schedule includes weekdays, evenings, & weekends (typically 1-2 evenings per week & rotating Saturday & Sundays). The work schedule varies from week to week.
Flexibility required.

Responsibilities:

- Oversees activities to support branch-level circulation functions.
- Oversees branch-level collection support activities and assumes building supervision responsibilities.
- Serves as an Information Specialist. Provides information, readers' advisory, and circulation services to walk-in, telephone, and web-based patrons of all ages.
- Provides direct customer service to library patrons of all ages.

Requirements:

Minimum:

- Bachelor's degree. **Preferred:** Master's in Library Science (MLIS); Georgia Certificate of Librarianship.
- Experience in a public library sufficient to reflect proficiency in circulation and collection support procedures, processes, and issues.
- Strong supervisory or leadership experience.
- Knowledge of classic and popular authors for all ages, and broad base of knowledge in a variety of topics and interests.
- Experience in customer service or working with the public, with extensive knowledge of customer service techniques and strategies for resolving complaints.
- Experience in data entry, cash handling, and familiarity with debt collection procedures.
- Strong computer skills, including Windows, Google Suite, email, Internet, databases, and various electronic and print resources. Strong computer troubleshooting skills to assist patrons with a variety of computer actions, applications, and devices.
- Strong skills in verbal, written, and interpersonal communications.

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: 06/05/2023**

NOTE: Requires prolonged periods of standing and sitting, frequent but intermittent periods of stooping, bending, walking, moving throughout the library, and pushing fully-loaded book carts & bins. High degree of manual dexterity & repetitive hand movement, frequent lifting of light objects (e.g., individual books, reams of paper), occasional lifting of heavy items (tubs or boxes of library materials), and occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions. Ability to independently lift or move a tub/container of library materials (which may weigh up to 40 pounds). Ability to communicate verbally under pressure and to project vocally to a group.

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