



## NOTICE OF JOB OPENING

### Branch Manager

*May be assigned to any branch/positions to start in June and August 2024*

*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.*

Forsyth County Public Library is a leader in connecting our community with exceptional resources and experiences. If you are a dynamic, innovative, and passionate library professional, we invite you to explore this opportunity to join our leadership team!

**Overview:** The Branch Manager oversees and coordinates all branch services, operations, and activities, including Information Services, Youth Services, and Circulation Services functions. Will serve as host of the assigned branch, providing a welcoming and professional impression of the library. The Branch Manager proactively monitors, manages, and responds to a variety of situations and promotes and models the library's customer service philosophy to branch staff. The Branch Manager oversees maintenance of the branch collection, branch programs for all ages, and building and facilities issues. The Branch Manager directly or indirectly supervises all staff members and volunteers assigned to the branch. The Branch Manager constantly seeks ways to improve Forsyth County Public Library and to keep the library moving forward; and participates actively in the branch's local community. Complete Job Description provided upon request.

**Salary:** \$67,828.80/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.**

#### Requirements:

##### Minimum:

- Masters' degree in Library Science (MLIS) with a Georgia Certificate of Librarianship.
- Candidates must have substantial experience working in public libraries and management roles.
- Combined work experience should demonstrate proficiency in the following: supervision, circulation and information functions, children's services, and customer service techniques and strategies for resolving complaints.
- Strong skills in verbal, written, and interpersonal communications.
- Strong computer skills, including Windows, Google Workspace, email, Internet, databases, integrated library systems, and various electronic and print resources.

##### Preferred:

- Experience supervising an Information, Youth Services, or Circulation department in a technologically progressive public library.

**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: April 3, 2024**

NOTE: Requires the ability to move throughout the library and work at a computer workstation. Typical daily activities include frequent but intermittent periods of sitting, standing, stooping, bending, walking, and pushing fully-loaded book carts and bins. Duties involve repetitive hand movement, frequent lifting of light objects (e.g., individual books), occasional lifting of heavy items (e.g., boxes of books or paper), and occasional use of pushing and pulling motions to move chairs, tables, or meeting room wall partitions. This position also requires a high degree of dexterity in the operation of computers and office machines.

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