



NOTICE OF JOB OPENING Youth Services Supervisor

Will be assigned to one of our five branches

Here we GROW again.... Have you heard that Forsyth County Public Library is expanding?

Forsyth County Public Library is a leader in connecting our community with exceptional resources and experiences, and will be opening our fifth branch, the Denmark Library, in late 2024. We are seeking dynamic, innovative, and passionate library professionals to join one of our five branch leadership teams. We invite you to explore this 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: Oversees branch-level services to youth (children and teens) and their caregivers. The position provides readers' advisory and information services to patrons of all ages, with a specific emphasis on services for children and teens. It maintains and markets the branch-level Easy, Juvenile, and Teen collections, and it plans and presents programs to children and teens. The position also provides direct customer service to library patrons, conducts community outreach, supervises classified and non-classified staff and volunteers, and provides building supervision. In addition, this position provides circulation services to patrons, and performs other tasks related to Library building supervision.

Salary: \$59,238.40/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 Saturdays & Sundays). The work schedule varies from week to week. **Flexibility required.**

Responsibilities:

- Oversees branch-level circulation services to youth.
- Provides direct customer service to library patrons of all ages, with specific emphasis on children, teens and their caregivers.
- Supervises Youth Specialists and volunteers assigned to Youth Services; assumes building supervision responsibilities; performs other activities as requested by supervisor.

Requirements:

Minimum:

- Masters' degree in Library Science (MLIS) with a Georgia Certificate of Librarianship.
- One year of experience working in a public library.
- One year of experience providing programming for children and youth, one year of experience in an environment that provides services to children and parents or caregivers, and one year of experience involving customer service.
- Evidence of supervisory or leadership skills.
- Broad base of knowledge in a variety of topics and interests.
- Knowledge of classic and popular authors for all ages, with an emphasis on youth materials.
- Strong computer skills, including use of Windows, Google Workspace, Canva, email, Internet, databases, and various electronic and print resources. Strong computer troubleshooting skills to assist patrons with a variety of computer actions and applications.
- Strong verbal communication skills and interpersonal skills.

Preferred:

- Direct experience involving library reference services, information services, and/or circulation services, with emphasis on services for children, teens, and their parents or caregivers.
- Two or more years of experience working in a technologically progressive public library.

To Apply: Submit Cover Letter, Resume, and FCPL Application (available at ForsythPL.org/employment) by email to fcpl-jobs@ForsythPL.org or by mail to Human Resources, Forsyth County Public Library, 585 Dahlonga St, Cumming, GA 30040 or drop it off at any FCPL branch. **Deadline: June 28, 2024**

NOTE: Requires prolonged periods of standing and sitting, and frequent but intermittent periods of stooping, bending, walking, moving throughout the library, and pushing fully-loaded book carts and bins. It also requires a high degree of manual dexterity and repetitive hand movement. Duties involve 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 and pulling motions to move chairs, tables, or meeting room wall partitions. The incumbent must be able to independently lift or move a tub/container of library materials (which may weigh up to 40 pounds). The position also requires the ability to communicate verbally under pressure, to project vocally to a group, and to distinguish between shades of color.

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