



## NOTICE OF JOB OPENING Circulation 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 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:** \$55,348.80/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 Saturdays & 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:

- 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 [ForsythPL.org/employment](https://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: 06/28/2024**

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.**