



### NOTICE OF JOB OPENING

## Collection Support Aide (CSA)

*Part-Time (15 hrs/wk) – May be assigned to any branch.*

*Cumming, Sharon Forks, Post Road, Hampton Park, or Denmark (set to open in late 2024)*

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

Looking for a great place to work? Forsyth County Public Library in Cumming is a 4-branch library system with some of the busiest libraries in the state of Georgia! Our CSAs check in over 2 million materials per year in a fast-paced, team-oriented environment. Explore this exciting opportunity to join our library family!

*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:** Collection Support Aides are energetic individuals who perform a variety of support tasks to maintain and merchandise our collection and bring exceptional service to our patrons.
- Hourly Pay:** \$12.65 (Non-Exempt)
- Benefits:** Six paid holidays. This is a Non-Classified position and is not eligible for other benefits.
- Schedule:** **Flexibility is a must.** Part-time, 15 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:**

- Check in library materials using an Automated Materials Handler (AMH) or computer
- Perform basic troubleshooting and cleaning duties for the AMH
- Empty book drops and move bins to and from book drop areas
- Fill, move, unpack, and process bins of in-transit materials to and from other branch locations
- Process damaged items by cleaning, repairing, or routing to the Materials Department
- Fill carts with materials and sort alphanumerically
- Shelf materials in a variety of collections throughout the branch
- Check assigned areas to ensure accurate placement of materials
- Create an inviting shelf appearance by shifting and straightening materials as needed
- Clear materials left out by patrons and restock empty displays
- Clean computer screens, dust shelves, and clear tables
- Search for materials that are put on hold, maintain holds shelves, and remove expired holds
- Sort and pack donated materials
- Prepare meeting rooms for library programs
- Answer basic directional questions and refer patrons to public desks
- Provide support for children's programs, as needed

#### **Requirements:**

- High School diploma, GED, or current enrollment in High School
- Must be at least 16 years old
- Skill in sorting items alphanumerically
- Basic computer skills, including the use of Google Workspace and other software

**To Apply:** Submit 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. No Cover Letter or Resume needed. **Deadline: Posted Until Filled.**

NOTE: Requires prolonged periods of standing; frequent periods of stooping, bending, reaching, and walking; a high degree of manual dexterity and repetitive hand movement; frequent lifting & carrying of light objects (individual or multiple books); occasional lifting of heavy items (containers of library materials or props); occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions; and the ability to independently lift or move a 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.**