



NOTICE OF JOB OPENING Information Services Supervisor

The current opening is located at the 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.

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 Hampton Park's Branch leadership team!

Overview: The Information Services Supervisor oversees branch-level services to adults, to include providing readers' advisory and information services to patrons, maintaining the adult areas of the branch, maintaining and marketing the adult collections, and planning and presenting programs to adults. The position supervises the Information staff, and assumes building supervision duties. It also provides direct customer service to library patrons of all ages. Complete Job Description provided upon request.

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.

Requirements:

Minimum:

- Master degree in Library and Information Science (MLIS) with a Georgia Certificate of Librarianship.
- One year of experience working in a public library, and one year of experience involving customer service.
- Evidence of supervisory or leadership skills.
- One year experience creating, planning, and presenting programming for adults.
- Knowledge of classic and popular authors for all ages.
- Strong computer skills, including Windows, Google Workspace, email, Internet, databases, integrated library systems, 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.
- Two or more years of experience working in a technologically progressive public library.

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: November 8, 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.