



## NOTICE OF JOB OPENING

# Collection Development Specialist

*Full-Time (40 hrs/wk) - Position located at the Administrative Offices.*

**Do you consider yourself an expert in Children's/Youth Literature?**

**Forsyth County Public Library in Cumming, GA is looking for a collaborative, curious and knowledgeable colleague to join our Materials team!**

*This full-time, 40-hour per week position offers a generous benefit package. Explore this exciting opportunity!*

**Overview:** The Collection Development Specialist position is responsible for many levels of collection development activities, including selection, de-selection, and maintenance of specific assigned collections. This position participates in system-wide collection management services, such as collection analysis, identifying trends and future needs of the system's collection, and other projects as assigned.

**Hourly Pay:** \$24.42 without MLIS / \$27.95 with MLIS (Non-Exempt)

**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:* Health, Dental, Vision, Additional Life, Critical Illness, Legal, and Flexible Spending Accounts.

**Schedule:** Full-time, 40 hours per week.

### Responsibilities:

- Selects materials in assigned areas. Works to build a collection that is diverse, current, and relevant. Ensures that the library maintains a popular and high-quality collection responsive to community and library standards.
- Maintains awareness of current trends in publishing and library genres and subgenres.
- Stays current with knowledge of upcoming new releases and publishing news.
- Manages assigned portion of materials budget and optimizes buying power of funds allocated.
- Maintains collection in assigned area. Participates in deselection activities.
- Evaluates current practices and procedures regarding collection for increasing efficiency and reducing costs.

### Requirements:

#### Minimum:

- Bachelor's Degree
- Three (3) years of experience or exposure in collection development and selection of materials in a technologically progressive public library.
- Knowledge of collection development practices.
- Thorough knowledge of youth classic and popular authors and publishers; broad knowledge of all subject areas of library collection; knowledge of reader's advisory practices.
- Google Workspace, databases, electronic resources, and other software.

#### Preferred:

- Master's in Library Science (MLIS); Georgia Certificate of Librarianship.
- Experience in youth services.
- Knowledge of basic fund management and experience managing a materials budget.

**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: 3/19/2025**

**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.**

*Physical Demands: This position regularly alternates between periods of standing, walking, bending, reaching, lifting items up to 35 lbs., sitting at a desk, operating a personal computer, and pushing fully-loaded book carts. This position requires a high degree of dexterity and repetitive hand movements.*

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