FORSYTH COUNTY PUBLIC LIBRARY

Posting #E-2026-16 - Posted 11/05/2026
Deadline: 11/19/2026

NOTICE OF JOB OPENING

Collection Support Aide (CSA)

Part-Time (15 hrs/wk) - Current openings are located at the Sharon Forks and Cumming branches but may be assigned to any branch.

Looking for a great place to work? Forsyth County Public Library in Cumming is a 5-branch library system with some of Georgia's busiest libraries! 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 perform a variety of support tasks to maintain the library's collection, including checking in, sorting, shelving, and keeping materials organized and accessible. CSAs also provide branch support and basic assistance to patrons as needed.

Hourly Pay: $13.69 (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
- Provides support for library programs, which includes preparing the meeting room
- 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
- Shelve 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
- Answer basic directional questions

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) 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. No Cover Letter or Resume needed. **Deadline: 11/19/2026.**

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.