

FORSYTH COUNTY PUBLIC LIBRARY  
NOTICE OF JOB OPENING

**Outreach Specialist**

Full-Time: 40 hours/week

HQ – Public Services Department

**Hablantes de español alentados a aplicar**



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; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth or related medical conditions; or any other legally protected category.

**WE BRING THE LIBRARY TO YOU! NOSOTROS TE TRAEMOS LA BIBLIOTECA!**

Forsyth County Public Library strives to serve the entire Forsyth County community by offering library programs and services outside our branch locations that strengthen and improve the quality of life for our patrons. From visits to schools, daycares and senior living facilities to attending community events, we make sure Forsyth County Public Library is there for everyone. Our Outreach Team specializes in taking the library on the road, creating custom programs and activities for all ages.

**PAY RATE:** \$19.89/hour – (Higher for MLIS. With MLIS salary will be \$22.77 per hour). Non-exempt.

**GREAT BENEFITS!**

- Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days). Teacher's Retirement System of GA.
- Free: Life (2x pay), Short-term Disability, and Long-term Disability insurances.
- Other options include: Health, Dental, Vision, additional Life, Critical Illness, Legal, Flexible Spending Accounts.

**SCHEDULE:**

Full-time, non-exempt status. Because outreach to the community may take place during a variety of days and times, including evenings and weekends, **the work schedule will vary and you must be able to work a flexible schedule.** Unlike branch schedules, in which staff are often scheduled one specific evening per week and weekends on a rotating basis, the schedule for this position will vary week to week, depending on outreach needs. The schedule will include a combination of daytime, evening, and Saturday and Sunday hours. **Applicants will only be considered if they can meet this flexible schedule as an ongoing requirement.**

**JOB RESPONSIBILITIES:**

**Delivers outreach services to the Forsyth County community.** Serves as an ambassador for the library, maintaining a positive, courteous, and professional demeanor when in contact with the public. Creates, plans, and presents age-appropriate programs for patrons of all ages. Prepares and delivers system-wide outreach including but not limited to school outreach, early literacy outreach, community engagement, service to underserved populations, and Summer Reading Fun outreach. Participates in community events to further the visibility of the library. Provides mobile library services such as bookmobile service and pop-up libraries. Drives bookmobile or other library vehicles to locations throughout the County to deliver library services.

**Provides information, readers' advisory, and circulation services to Bookmobile and Outreach patrons of all ages.**

Provides information services to patrons. Conducts reference interviews to ensure that patrons' needs are understood. Effectively utilizes both electronic and print resources to meet patrons' information needs. Assists patrons in locating and selecting relevant and appropriate sources of information. Instructs patrons in utilizing electronic resources and databases, as well as traditional print resources. Provides readers' advisory services to Bookmobile and Outreach patrons. Provides knowledgeable and appropriate readers' advisory recommendations. Provides circulation services to patrons. Maintains patron database and circulation database portions of automated library catalog. Registers patrons for library cards; enters and updates patron data. Checks in, checks out, and renews materials; processes hold requests.

**Performs a variety of support tasks relating to outreach.** Works in collaboration with Outreach Manager and other staff to determine promotional priorities for outreach events. Creates outreach-specific promotional materials for library programs and services. Assists in maintaining outreach vehicles and equipment; reports maintenance issues. Takes digital photographs and organizes photographic records as assigned

**REQUIREMENTS:**

**Minimum:** Bachelor's degree. One year of experience providing programming for children. Knowledge of classic and popular authors for all ages. Familiarity with principles of child literacy and stages of child development as they apply to children's and teen programming. Experience in customer service or working with the public. Strong skills in public speaking, presentation of programs, and verbal communications. Strong computer skills, including Windows, Microsoft Office, email, Internet, databases, and various electronic and print resources. Strong computer troubleshooting skills to assist patrons with a variety of computer actions and applications. Valid Georgia Driver's License and transportation. Will consider other combinations of education and experience that provide the required knowledge and skills. **Preferred:** Master's degree in Library Science (MLIS) with a Georgia Certificate of Librarianship. Direct library experience involving youth services, reference services, information services, and/or circulation services. One or more years of experience working in a technologically progressive public library. **Bilingual Spanish skills highly preferred.**

**TO APPLY:** Submit **Cover Letter, Resume, & FCPL Application** (available at [www.forsythpl.jobs/](http://www.forsythpl.jobs/)) to: HR-Posting #E-2022-30, Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040. **Deadline: December 6, 2022.**

Questions: [fcpl-jobs@forsythpl.org](mailto:fcpl-jobs@forsythpl.org) or (678) 513-9374.

This position requires long periods of sitting at a desk while working at a personal computer, meeting with other persons, and reviewing documents. On a daily basis, the position involves intermittent periods of standing, walking, stooping and bending. Duties involve frequent lifting of light objects (e.g., books, reams of paper) with occasional lifting or moving of heavier objects (e.g., tables, crates of books, oversized games). The incumbent regularly uses a personal computer, standard office equipment, and craft tools requiring a high degree of dexterity. Daily activities require the incumbent to communicate verbally under pressure, to project vocally to a group, and to distinguish between shades of color. The incumbent is occasionally required to manipulate audio/visual equipment, work from a ladder, and push fully-loaded book carts. Outreach events require frequent lifting, carrying, pushing, pulling, and moving of equipment (e.g., loading equipment into and out of vehicle; setting up and breaking down portable tent; hauling cumbersome or heavy crates, bins, tables, and chairs; moving items over unpaved or uneven surfaces). On a regular basis, the incumbent drives a vehicle and is exposed to outdoor weather conditions and traffic hazards.

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