

FORSYTH COUNTY PUBLIC LIBRARY
NOTICE OF JOB OPENING

Programming Administrative Assistant

(Part-time 25 hours per week, schedule varies)

HQ – Public Services Department

JOB OVERVIEW:

The Programming Administrative Assistant provides clerical support for system-wide library programming. The position also provides administrative support for other members of the Public Services Department depending on priorities, including outreach, promotions, and training.

PAY RATE: \$12.15/hour – Non - Exempt status.

SCHEDULE: Part-time, non - exempt status. The schedule for this position will be mainly Monday – Friday. However, because programming may take place during a variety of days and times, including evenings and weekends, **occasional evenings and weekends will be required. Flexibility in scheduling is required.**

JOB RESPONSIBILITIES:

- **Provides clerical support for system-wide library programming.** Drafts, edits, and proofreads correspondence and emails to communicate with performers, vendors, donors, sponsors, volunteers, employees, and other individuals. Demonstrates excellent business writing skills in all correspondence. Drafts, edits, and proofreads press releases and staff newsletter articles. Performs a variety of clerical tasks such as entering data, compiling packets, copying, filing, faxing, shredding, laminating, etc. Other tasks include unpacking and sorting large shipments of books and supplies, and packing and shipping. Assists in ordering supplies and equipment within budget constraints. Assists in the procurement of books, materials, and equipment needed for programming. Assists with preparing program materials (using die-cut machine, laminator, paper cutter, etc.). Assists with the preparation of promotional materials (cutting bookmarks, folding flyers, etc.). Assists with updating and maintaining an archive of news coverage for library programs and events. Provides enthusiastic support at library programs in branches and at offsite locations in the community. Assists with crowd control, counting attendees, craft preparation and assistance, etc. Helps to model proper behavior for caregivers and children, including participating actively by singing and dancing with the group. May serve as another set of hands with puppet shows. Takes digital photographs, and organizes photographic records as assigned. Assists in grant writing research and preparation. Helps maintain a resource directory of groups for use in programming. Assists in compiling and maintaining data for various projects. Creates, proofreads, updates, distributes, or otherwise uses a variety of documents, spreadsheets, and reports. Researches and compiles data as assigned.
- **Provides other administrative support.** Assists other members of the Public Services Department depending on priorities. In addition to programming, this may include tasks related to outreach, promotions, training, or general administrative functions. Mails Mailbox Books bags that have been prepared by outreach staff to patrons. Assists with preparation and delivery of outreach events. May drive bookmobile or other library vehicles. Prepares items for shipment by the library courier to branches, including sewing machines, games, and other equipment that is used by multiple locations. Assists in planning and coordinating various meetings/events; coordinates details such as meeting site reservations, room setup, food/beverages, audio/visual supplies, handouts, programs/agendas, communications, or other details appropriate to ensure a successful event. Conducts errands when needed (such as purchasing or picking up supplies). Assists with special projects or other activities as assigned. Demonstrates proficiency in using Microsoft Office products, including Word, Excel, and PowerPoint.

REQUIREMENTS:

Minimum: HS Diploma/GED. Two years of administrative or secretarial experience. Strong administrative and clerical skills, with emphasis on accuracy, thoroughness, and attention to detail. Strong business writing skills, including accurate proofreading and proper use of grammar, spelling, formatting, and style. Strong computer skills, with proficiency in Microsoft Office (Word, Excel, Outlook). Excellent customer service, interpersonal, and verbal communication skills. Strong organizational and recordkeeping skills. Will consider other combinations of education and experience that provide the required knowledge and skills.

Preferred: Experience working in a public library.

TO APPLY: Submit **Cover Letter, Resume, & FCPL Application** (available at www.forsythpl.jobs or library information desk) to: HR-Posting #E-1908, Forsyth County Public Library, 585 Dahlonge Street, Cumming, GA 30040. **Deadline: March 18, 2019.** Questions: 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 carts of books

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

FCPL is an Equal Opportunity Employer and 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.