

**FORSYTH COUNTY PUBLIC LIBRARY
NOTICE OF JOB OPENING
COLLECTION SUPPORT AIDE (CSA)
*Part-time (15 hrs/wk)***

May be assigned to any branch.

Looking for a great place to work? Forsyth County Public Library in Cumming, Georgia is a 4-branch library system, with some of the busiest libraries in the state of Georgia! Our CSAs check in over 2 million materials per year! Explore this exciting opportunity!

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.

JOB OVERVIEW:

Forsyth County Public Library seeks energetic individuals to serve as Collection Support Aides (CSAs). The Collection Support Aide (CSA) performs a variety of support tasks to maintain and merchandise the library's collection. The position promptly checks in materials using an automated materials handler or computer. It quickly and accurately sorts and shelves materials in Dewey Decimal and alphabetical order, and it maintains the attractive appearance of the collection. The position also performs branch-level support tasks for the Information and Youth Services departments.

PAY RATE: \$12.04/hour – Non-exempt status.

SCHEDULE: **FLEXIBILITY IS REQUIRED.** Part-time, 15 hours per week.

- Schedule includes a combination of evening and daytime hours to meet 15-hour requirement.
- Schedule also includes shifts on Saturday and Sunday on a rotational basis.
- Shifts are typically scheduled in 4-6 hour increments.
- Because the library is open 7 days/week, **the work schedule will vary and you must be able to work a flexible schedule.** Applicants will only be considered if they are able to meet this flexible schedule as an ongoing requirement.

JOB RESPONSIBILITIES:

- **Checks in library materials.** Promptly checks in materials using an automated materials handler (AMH), or computer. Performs basic troubleshooting and cleaning duties for the AMH. Empties book drops; moves bins to/from book drop areas. Fills, moves, & unpacks tubs, bins, & containers of materials. Processes damaged items by cleaning, repairing, or routing them to the Materials Department. Processes in-transit items to/from other locations. Maintains hold shelf; removes expired holds. Maintains confidentiality of patron information.
- **Shelves library materials.** Quickly and accurately sorts materials on carts. Places materials on shelves in Dewey Decimal and alphabetical order. Reads assigned shelving areas to ensure accurate placement of materials.
- **Maintains attractive appearance of library collection.** Creates an inviting shelf appearance for browsing patrons. Shifts, straightens and displays books & other items. Monitors collection for damaged materials. Restocks displays. Clears library materials left in public area, checks them in and shelves or places them on the appropriate sorting cart. Performs light cleaning duties.
- **Performs other duties and assists Information and Youth Services departments.** May sort and pack donated materials. Prepares meeting room for library programs or outside users. Provides support for children's programs; assists in arranging props, manipulating puppets, or other aspects of programs. May assist patrons with online enrollment in summer programs. Answers basic directional questions and refers patrons to public desk.

REQUIREMENTS:

High School diploma/GED or current enrollment in High School. Must be at least age 16. Skill in sorting items by alphabetical or numerical order. Basic computer skills, including use of Windows, Google Suite, email, and other software.

BENEFITS: Six paid holidays. This is a non-classified position and is not eligible for other benefits.

TO APPLY: Submit **Cover Letter & FCPL Application** (available at www.forsythpl.jobs) to: Human Resources – Posting #E-2022-32, Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040.
Ques: FCPL-jobs@forsythpl.org (or 678-513-9372). **Deadline: February 1, 2023.**

NOTE: Requires prolonged periods of standing & sitting, and frequent but intermittent periods of stooping, bending, reaching, walking, & moving throughout the library, and pushing/pulling fully-loaded book carts & bins. High degree of manual dexterity and repetitive hand movement. Frequent lifting and carrying of light objects (e.g., individual or multiple books), occasional lifting of heavy items (tubs or boxes of library materials), and occasional use of pushing & pulling motions to move chairs, tables, or meeting room wall partitions. Must be able to independently lift or move a tub/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.