

## FORSYTH COUNTY PUBLIC LIBRARY NOTICE OF JOB OPENING

### Collection Development Specialist

Location: Administrative Offices (Materials Department), adjacent to Cumming Library  
(Full-time 40 hours per week)

**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.**

**OVERVIEW:** This 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.

**PAY RATE:** \$16.59 per hour (*Higher for MLIS. With MLIS title will be Collection Development Librarian-\$19.36 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, and Flexible Spending Accounts.

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

#### RESPONSIBILITIES:

- **Selects and maintains materials in assigned areas** – Selects/chooses materials for library system in accordance with the FCPL Collection Development Policy and as assigned by supervisor. Makes selections which ensure that the library maintains a popular and high-quality collection responsive to community standards and within guidelines set by the library Director and Materials Services Manager. Optimizes buying power of funds allocated for specific selection areas, keeping expenditures within budget limits. Consults a wide variety of sources to stay informed about new materials, formats, resources, and technologies; identifies trends and future needs of assigned collections. Solicits feedback from Public Services staff about collection needs. Interacts with sales representatives to review and select materials. Provides clear, appropriate, and timely communications to staff regarding collection development issues as assigned. Performs ongoing evaluation of the currency, balance, and usefulness of assigned collections; makes recommendations for the acquisition or deselection of materials. Creates statistical reports as needed for collection development weeding and/or collection tracking. Participates in deselection activities as required for proper collection maintenance. On a rotating basis, unpacks bins from branches and distributes items to appropriate person. Determines suitability of gifts and donations within designated collection areas. Sets up and monitors standing order plans within designated selection areas as desired or as necessary. Regularly communicates with supervisor in a positive and professional manner.
- **Performs other activities as requested by supervisor.** – Confers with supervisors in budget preparation and ongoing budget line allocations. May provide information and guidance to other staff and volunteers for Collection Development tasks. Participates in special collection development projects, including start-up collections and Opening Day collections. May perform special projects for supervisors as requested.

#### REQUIREMENTS:

**Minimum:** Bachelor's degree. Two (2) years of work experience in a public library, including operation of an automated library catalog. Familiarity with classic and popular authors for all ages. Familiarity with collection management practices. Strong computer skills, with proficiency in Windows, Microsoft Office products, and Internet searching. 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 experience involving materials selection in a technologically progressive public library system

**TO APPLY:** Submit **Cover Letter & FCPL Application** (available at [www.forsythpl.org](http://www.forsythpl.org)) to: Human Resources – Posting #E-2021-02, Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040. **Ques:** [FCPL-jobs@forsythpl.org](mailto:FCPL-jobs@forsythpl.org) (or 678-513-9372). **Deadline: February 3, 2021.**

*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.**