

**MASSILLON PUBLIC LIBRARY**

**PUBLIC POSITION ADVERTISEMENT DATE POSTED:** April 30, 2008

**POSITION:** Reference Assistant.

**HOURS/WEEK:** Twenty-five (25) hours/week. (Part-time.)

**WORK SCHEDULE:**

Monday 1:00 p.m. – 9:00 p.m. (7 hours + 1 hour unpaid meal)  
Wednesday 10:00 a.m. – 5:00 p.m. (6 hours + 1 hour unpaid meal)  
Thursday 10:00 a.m. – 5:00 p.m. (6 hours + 1 hour unpaid meal)  
Alternate Fri/Sat 10:00 a.m. – 5:00 p.m. (6 hours + 1 hour unpaid meal)

*During the school year, employee will be required to participate in Sunday work rotation at the Main Library; hours 12:45 p.m. to 5:00 p.m.*

**PAY GRADES:** 17 or 19 (Dependent on candidate's qualifications.) **NON-EXEMPT, HOURLY**

**PAY RATE:** \$10.72/hour or \$11.41/hour, dependent on qualifications. Training rate will be 5% less than Regular rate.

**TRAINING PERIOD:** Up to Twelve (12) weeks. Improvement must be shown throughout training for continued employment through full twelve (12) week period.

**BENEFITS:** Upon successful completion of training, employee will be allocated prorated paid sick leave and be eligible for some paid holidays. The employee will also be allocated some prorated paid personal and birthday leave. Upon completion of six (6) months regular employment, employee will be allocated prorated paid vacation leave. Employee is eligible for library's group health plan. Employee pays 100% of health plan premium.

**QUALIFICATIONS:**

*At least one of the following:*

Bachelor's degree, with one (1) year of library or other directly related experience required. Two (2) years of directly related experience, preferred.

**(OR)** Completion of some higher education, along with comparable library experience.

**ALSO REQUIRED:**

Must enjoy working with the public. Reliable transportation for getting to work, and attending meetings/training seminars away from regular work site. Proof of auto liability insurance. Working telephone. **Criminal**

**background check will be conducted post-job offer. Result of background check may affect employment status.**

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:**

***Knowledge of...***

Significant authors and books.

Working knowledge of research databases and online catalogs.

PC hardware and operation.

***Skills...***

English language oral and written communication skills sufficient for work with supervisor, other staff, and patrons.

Excellent reading and comprehension of English language.

Good visual.

General math.

Basic computer/word processing and Internet/e-mail.

*(continued)*

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**Position:** Reference Assistant

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: (continued)**

***Ability to...***

Consistently present Massillon Public Library and its services in a positive manner.

Follow library's written general and department-specific standards, and personnel policies.

Meet regular work attendance requirements.

Attend meetings and workshops appropriate to position.

Understand patrons' research needs, and know basic and specialized reference materials (in print and electronic format) to answer these information requests.

Comprehend statistical reports.

Work effectively as a team member.

Work effectively under pressure.

Perform clerical tasks relevant to position.

Follow directions.

Work independently and make sound decisions.

Handle physical aspects of position which include, but are not limited to: standing, moving, sitting, manual dexterity required to operate office equipment (i.e., computer, copier), climbing/descending steps, and lifting up to 35 lbs.

**ESSENTIAL FUNCTIONS:**

Provides public service at the reference and reader's advisory desks.

Keeps current on the reference collection (print, non-print, and equipment), and the circulating collection.

Assists patrons with using computerized databases and Internet sources.

Assists patrons with equipment (printers, microfilm readers, and copier).  
Instructs patrons in library use.

**OTHER DUTIES:**

Performs occasional clerical tasks, including filing loose-leaf reference materials.  
Attends department, general staff, and other appropriate meetings and workshops required.  
Assists at circulation desk in emergencies.  
Performs other duties as assigned by supervisor.

***NOTE: This position description states the nature and level of assignments normally given in this position; its list of duties is not exhaustive.***

**APPLICATION PROCEDURE:**

***Submit completed Library Application form, and copy of college diploma or transcripts to:***

Human Resources Department  
Massillon Public Library  
208 Lincoln Way East  
Massillon OH 44646.

*The Library's Application form is available online at [www.massillonlibrary.org/hr](http://www.massillonlibrary.org/hr)  
and at the Main, branch, and bookmobile locations.*

**APPLICATION DEADLINE:** Applications accepted until suitable candidate selected.

***EQUAL OPPORTUNITY EMPLOYER***