

**MASSILLON PUBLIC LIBRARY  
PUBLIC POSITION ADVERTISEMENT [REVISED RATE]**

**POSITION:** Substitute Reference Assistant.

**PAY RATE:** \$10.18/hour.

**WORK SCHEDULE: On an as needed basis.**  
Week days/evenings and Weekends.

**TRAINING PERIOD:** Up to Forty (40) hours (combination training/worked). Improvement must be shown during this combined training/work period for continued employment through full forty (40) hours of training period.

**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.

**PLUS:** Must enjoy working with the public.

**ALSO REQUIRED: Available on short notice.** Reliable transportation for getting to work, and attending meetings/training seminars away from work site. Proof of auto liability insurance. Working telephone. ***Criminal background check is required to be completed post-offer. Results 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.

***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.

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 and descending steps, and lifting up to 35 lbs.

(continued)

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**POSITION:** Substitute Reference Assistant

**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, as time permits.  
Attends department meetings and workshops as required by supervisor.  
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; this list of tasks is not exhaustive.***

**APPLICATION PROCEDURE:**

***Submit Library Application form to:***

Human Resources Department  
Massillon Public Library  
208 Lincoln Way East

Massillon OH 44646.

**ALSO, submit copy of college transcripts or diploma with library application form.**

**APPLICATION DEADLINE:** Open until successful candidate(s) selected.

***EQUAL OPPORTUNITY EMPLOYER***

***2/6/08***