

**MASSILLON PUBLIC LIBRARY PUBLIC POSTING
POSITION ADVERTISEMENT**

POSITION: Substitute Page Technician – Main and Branch locations, including bookmobile.

PAY RATE: \$7.00/hour. Training rate of \$6.71/hour.

WORK SCHEDULE: On an as needed basis.

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:

Eighteen (18) years of age or older, with at least (6) months of directly related experience required.

PLUS: Must enjoy working with the public; all ages.

ALSO REQUIRED: Available on short notice. Valid driver's license. Good driving record. Reliable transportation for getting to work, and to use for errands when library van is not available. Proof of auto liability insurance. Working telephone. ***Driving record check will be conducted pre-job offer. Criminal background check will be conducted post-job offer. Results of background checks may affect employment status.***

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

Skills...

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

Good visual skills.

General math.

Good reading and comprehension of English language.

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.

Deal effectively with the general public.

Work effectively as a team member.

Alphabetize and file correctly.

Aptitude and desire to learn.

Detail-oriented.

Work effectively under pressure.

Follow directions.

Work independently.

Handle physical aspects of position which include, but are not limited to: standing, moving, reaching, bending, climbing/descending steps, manual dexterity required for computer work, and lifting up to 35 lbs.

(continued)

MASSILLON PUBLIC LIBRARY – PUBLIC POSTING Page 2

POSITION: Substitute Page Technician – Main and Branch locations, including bookmobile.

ESSENTIAL FUNCTIONS:

Shelves books and other materials.

Maintains order and appearance of all shelved materials, display racks, etc., for department.

Clears library materials from tables.

Clears book drop.

OTHER ESSENTIAL FUNCTIONS REQUIRED ON AN OCCASIONAL BASIS:

Assists at circulation desk in Adult and Children's Services, Branches, and Outreach Department, including bookmobile, as needed.

This includes:

Checks materials in/out.

Issues new or replacement library cards.

Collects fees for overdue, lost or damaged materials.

Clears patron records when fees are collected.

Places hold on materials for patrons.

Notifies patrons when reserved materials are available.

Renews materials for patrons in person or by phone.

Provides basic computer instruction to patrons.

Answers telephone and routes calls.

Assists with sorting and packing of library materials received and sent by delivery service.

ALSO: Runs library errands, which may require use of library van or personal vehicle.

OTHER DUTIES:

Assists with building closing, which may include turning off computers and copiers, and locking doors.

Assist patrons with copier.

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 to:

Human Resources Department

Massillon Public Library

208 Lincoln Way East

Massillon OH 44646.

APPLICATION DEADLINE: Open until successful candidates selected.

EQUAL OPPORTUNITY EMPLOYER

3/12/08