

MASSILLON PUBLIC LIBRARY POSITION ADVERTISEMENT

The Massillon Public Library is looking to hire a Circulation Assistant

POSITION DETAILS:

Position Title: Circulation Assistant
Reports To: Circulation Services Manager/Cindy Rudy
Full Time/Part Time: part time – 14 hours per week
Position Type: Non-exempt, hourly

PURPOSE:

- To provide comprehensive service to all patrons and maintain the organization and quality of the collection.
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QUALIFICATIONS:

- A high school diploma or GED equivalent is preferred, but will consider someone still in high school if they are at least 16
 - Customer Service experience, preferably in a library environment, is desirable
 - Basic computer and clerical skills are required
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS:

- Assist patrons of all ages by issuing cards, collecting fees, checking materials in and out, and finding & reserving materials
- Stay current on popular literature in order to help patrons looking for new authors
- Maintain collection by shelving materials and participating in inventory projects
- Process returned material including emptying the book drop
- Create and maintain displays
- Assist with preparations for programs
- Follow appropriate cash handling procedures
- Facilitate the flow of materials from one branch to another
- Perform opening/closing tasks

- Necessary physical aspects include, but are not limited to: standing, sitting, operating office equipment, climbing steps, lifting up to 35 lbs., and pushing or pulling loaded carts
- Attend appropriate meetings and workshops
- Perform 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 tasks is not exhaustive.

SCHEDULE:

- To be determined by the supervisor

HOW TO APPLY:

- To apply for this position, download an application from: <https://tinyurl.com/MPLapplication>
- Please submit the completed application, a cover letter, and resume by mail to:
Mardea Harden, HR Manager
Massillon Public Library
208 Lincoln Way East
Massillon, OH 44646
- The documents may also be scanned and submitted as email attachments to: hardenma@massillonlibrary.org
- Deadline for application: 1-19-18

EQUAL OPPORTUNITY EMPLOYER