

MASSILLON PUBLIC LIBRARY POSITION ADVERTISEMENT

The Massillon Public Library is looking to fill the position of Outreach Services Manager

POSITION DETAILS:

Position Title:	Outreach Services Manager
Reports To:	Director
FT/PT:	Full Time
Position Type:	Salary/Exempt

PURPOSE:

- To provide excellent service to the community by making Library materials and programming available to patrons outside of Library branch locations.
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QUALIFICATIONS:

- Master's degree in Library and Information Science from an ALA-accredited school with 2-3 years of experience in a library setting is preferred
 - Bachelor's degree in a related field with 4-5 years of experience in a library setting is acceptable
 - Other combinations of education and related library experience may be considered
 - Supervisory experience is highly desirable
 - Must have a valid Driver's license and be willing to obtain CDL as part of employment
 - Commercial Driver's License (CDL)—Class B with no air brake restriction—is preferred and must be obtained as part of employment
 - Subject to drug screening tests as required by state law
 - Knowledge of popular authors and books for both children and adults is required
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS:

- Manage and evaluate the operations and activities of the Outreach Services Department, which encompasses the Bookmobile, Homebound, and Reachout services
- Interview, hire, train, develop, and evaluate performance of staff
- Recommend appropriate continuing education opportunities for staff

- Establish and execute goals and objectives for Outreach Services Department in accordance with Massillon Public Library's policies and based on community needs
- Represent the Library in the community by making presentations and serving on boards and committees
- Actively seek opportunities to promote the Library with the goal of increasing public use of programs and resources, and enhancing the Library's visibility as a vital community partner
- Develop and maintain bookmobile schedule and routes
- Ensure the bookmobile's general maintenance and repairs are kept current and maintain vehicle maintenance records
- Handle patron concerns in a courteous, tactful manner
- Recommend requirements of any replacement vehicles, and participate in designing vehicles to meet Library needs
- Provide reference and reader's advisory service for Bookmobile and Homebound patrons
- Perform routine circulation tasks connected to department's services
- Serve on Materials Selection Committee
- Participate in budget request process and manage allocated funds throughout the year
- Follow appropriate cash handling procedures
- Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, manual dexterity required for computer work, and lifting up to 35 lbs.
- Attend meetings and workshops appropriate to position
- 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

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: Until filled
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EQUAL OPPORTUNITY EMPLOYER