

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire a Reference Assistant

POSITION DETAILS:

Position Title:	Reference Assistant
Reports To:	Adult Services Manager/Jessica Watkins
Part-time/Full-time:	Part-time (24 hours)
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:

- At least one of the following educational qualifications:
 - Bachelor's degree with one (1) year of library or other directly related experience
 - Associate's degree or completion of some higher education, with comparable library experience
 - Customer service experience, preferably in library environment, desirable
 - Basic computer/word processing and internet/email skills
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS:

- Provide public service at the Reference and Local History and Genealogy desks
- Conduct Adult Library Book Clubs, as needed
- Advise reader's looking for something to read
- Staff state-wide KnowItNow online Reference service
- Maintain displays on bookshelf end panels
- Assist with weeding collection
- Perform occasional clerical tasks, including filing loose-leaf reference materials
- Follow appropriate cash handling procedures
- Attend appropriate meetings and workshops

- 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
- 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: 3-9-18

EQUAL OPPORTUNITY EMPLOYER