

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

Massillon Public Library is looking to fill the position of Adult Programming Specialist

POSITION DETAILS:

Position Title: Adult Programming Specialist
Reports To: Adult Services Manager
Position Type: Non-exempt, hourly

PURPOSE:

- To provide comprehensive service to all patrons and develop and present library programming for adults

QUALIFICATIONS:

- A Bachelor's degree with 1-2 years of library or other directly related experience preferred
- Will consider Associate's degree with significant library experience
- Experience with library programming and event planning highly desirable
- Basic computer skills required
- Must have acceptable results on a criminal background check

ESSENTIAL FUNCTIONS:

- Create and implement a regular schedule of adult programs and events
- Research, make contact, and negotiate with potential program presenters and performers
- Lead monthly book discussion group, monthly craft program, and other programs as needed
- Present book talks to outside groups upon request
- Work collaboratively with other members of the Library staff to generate program ideas and coordinate development
- Create programming to match library initiatives and departmental objectives, and for community events
- Work with Public Relations staff and follow established procedures to promote programs and events
- Seek to establish cooperative partnerships with community organizations
- Provide public service at the Reference and Local History and Genealogy desks
- Assist patrons with using computerized databases and internet sources for reference
- Instruct patrons in Library use
- Perform occasional clerical tasks
- Participate in budget request process and manage allocated funds throughout the year
- Share Chain of Command responsibilities
- Follow appropriate cash handling procedures
- 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: 7-9-18

EQUAL OPPORTUNITY EMPLOYER