

# MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

Massillon Public Library is looking to fill the position of Reference Assistant

---

## POSITION DETAILS:

Position Title: Reference Assistant  
Reports To: Adult Services Manager  
Position Type: Non-exempt, hourly  
Part Time/Full Time: Part Time – 18 hours

---

## PURPOSE:

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

## QUALIFICATIONS:

- Bachelor's degree with 1 year of library or other directly related experience strongly preferred
  - Will consider Associate's degree with reference 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
- 

## ESSENTIAL FUNCTIONS:

- Provide public service at the Reference and Local History and Genealogy desks
- Conduct Adult Library Book Clubs, as needed
- Perform Reader's Advisory, as needed
- 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](mailto:hardenma@massillonlibrary.org)
- Deadline for application: 7-16-18

---

**EQUAL OPPORTUNITY EMPLOYER**