

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire a School Branch Specialist for 13 hours per week

POSITION DETAILS:

Position Title:	School Branch Specialist
Reports To:	School Branch Manager
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:

- High school diploma/GED with one(1) year of experience working with children required
 - Customer Service experience, preferably in a library environment, is desirable
 - Working knowledge of research databases and online catalogs, a plus
 - Working knowledge of the developmental characteristics of children at various ages and stages is helpful
 - Story telling experience, a plus
 - Must have knowledge of basic e-book technology and e-readers and office productivity software (i.e. MS Office)
 - 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 and reserving materials
 - Develop, present, implement and evaluate age-appropriate programs for children of any age
 - Stay current on popular literature in order to help patrons looking for new authors
 - Provide reader's advisory service to children and adults
 - Answer Reference and Technology questions for children and adults
 - Do basic troubleshooting of software and hardware issues, referring complex or persistent problems to the Technology staff
 - Assist staff and patrons on use of 'new technology' (i.e.: Tablets, e-readers, cameras, smart phones)
 - Maintain collection by shelving materials and participating in inventory projects
 - Process returned material including emptying the book drop
 - Create and maintain displays
 - Follow appropriate cash handling procedures
 - Facilitate the flow of materials from one branch to another
 - Perform opening/closing tasks
 - Maintain all aspects of Branch Library including:
 - Cleaning and dusting
 - Mending books
 - Processing new magazines
 - 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
 - Perform other duties as assigned by supervisor
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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: 10-22-18

EQUAL OPPORTUNITY EMPLOYER