MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION
The Massillon Public Library is looking to hire a Cargo Assistant

POSITION DETAILS:

Position Title: Cargo Assistant
Reports To: Circulation Services Manager
Position Type: Non-exempt, hourly
Full time/Part time: Full time—34 hours

PURPOSE:

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

QUALIFICATIONS:

- A high school diploma or GED equivalent is required
- Customer Service experience, preferably in a library environment, is desirable
- Basic computer and clerical skills are required
- Must have acceptable results on a criminal background check

ESSENTIAL FUNCTIONS:

- Assist patrons of all ages by issuing cards, collecting fees, checking materials in and out, and finding & reserving materials
- Process all Web Patrons
- Monitor quality control by checking all patron applications
- Maintain patron records from both adult and children’s departments
- Resolve Search Ohio issues
- Process all video games
- Maintain spreadsheet for special collections, such as cake pans
- Stay current on popular literature in order to help patrons looking for new authors
- Maintain collection by shelving materials and participating in inventory projects
- Process returned material including emptying the book drop
- Assist with sorting and packing of library materials received and sent via delivery service
- Maintain shipping/routing labels
- Send available shipping and packing supplies to Massillon Public Library branches
- Monitor inventory of needed supplies
- Create and maintain displays
- Assist with preparations for programs
- Follow appropriate cash handling procedures
- Facilitate the flow of materials from one branch to another
- Perform opening/closing tasks
- Operate ovens used to control pests
- Maintain regular and reliable attendance
- Abide by established Library policies
- 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: Friday 2-21-20

EQUAL OPPORTUNITY EMPLOYER