MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION
Massillon Public Library is looking to fill the position of Reference Assistant

POSITION DETAILS:

Position Title: Local History and Genealogy Specialist
Reports To: Adult Services Manager
Position Type: Non-exempt, hourly
Part Time/Full Time: Full time—34 hours

PURPOSE:

● To provide comprehensive service to all patrons and assist them with reference, history, and genealogy research.

QUALIFICATIONS:

● A Bachelor’s degree with 1 year of Library or other directly related experience required; 2 years of experience preferred
● Completion of some higher education with comparable experience would be considered
● Customer Service experience, preferably in a library environment, is desirable
● Must be familiar with local history
● Must be familiar with significant authors and books
● Working knowledge of research databases and online catalogs
● Basic computer and clerical skills are required
● Must have acceptable results on a criminal background check

ESSENTIAL FUNCTIONS:

● Provide public service at the Reference and Local History and Genealogy desks
● Provide in-depth genealogy assistance to patrons
● Assist patrons in learning to do their own research
● Serve as staff resource for genealogy research
● Maintain appropriate records in connection with genealogy queries, meetings, and programs
● Encourage genealogy enthusiasts to join as members in the Massillon Genealogy Society
● Prepare and submit monthly genealogy statistics
● Plan and organize genealogy related programs for the public
● Maintain active membership in local historical and genealogical societies as appropriate
● Represent the Library at workshops, conferences, and training sessions
● Take advantage of continuing education opportunities as appropriate
● Serve as liaison to Genealogy volunteers and Massillon Genealogy Society
● Perform occasional clerical tasks for department, including filing Reference materials
● Follow appropriate cash handling procedures
● Share Chain of Command responsibilities
● Assist at Circulation Desk in emergencies
● Necessary physical aspects include, but are not limited to: standing, moving, sitting, operating office equipment, climbing steps, and lifting up to 35 lbs.
● 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: until filled

EQUAL OPPORTUNITY EMPLOYER