

# MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

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

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### 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

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### PURPOSE:

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

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### 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

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### 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.*

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**SCHEDULE:**

- To be determined by the supervisor

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**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: until filled

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***EQUAL OPPORTUNITY EMPLOYER***