

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire an Adult Programming Specialist

POSITION DETAILS:

Position Title: Adult Programming Specialist
Reports To: Adult Services Manager
Position Type: Non-exempt, hourly

PURPOSE:

- To provide comprehensive service to all patrons and develop and present library programming for adults

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
- Lead one monthly book discussion group, one monthly adult program, and additional programs as needed
- Research, make contact, and negotiate with potential program presenters and performers
- Present book talks to outside groups upon request
- Work collaboratively with other members of the Library staff to generate program ideas and coordinate development
- Create programming to match library initiatives and departmental objectives, and for community events
- Work with Public Relations staff and follow established procedures to promote programs and events
- 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
- 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
- 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
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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
- Deadline for application: Monday, February 8, 2021.

EQUAL OPPORTUNITY EMPLOYER