

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

Massillon Public Library is looking to fill the position of Outreach Specialist

POSITION DETAILS:

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

PURPOSE:

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

QUALIFICATIONS:

- High school diploma or GED required
- Higher education in a Library related field desirable
- Public Library experience, delivery experience, and Outreach Service experience is a plus
- Customer Service experience, preferably in a library environment, is desirable
- Extensive knowledge of popular authors/books and movies for all ages
- Driver's License with clean driving record required
- Must be willing to drive in all weather conditions
- Basic computer and clerical skills are required
- Must have acceptable results on a criminal background check

ESSENTIAL FUNCTIONS:

- Select materials for deposit collections and homebound patrons
- Schedule homebound deliveries
- Deliver/oversee delivery by others, of materials to facilities and individual homebound patrons
- Serve as a contact for Outreach sites and homebound individuals
- Perform routine circulation tasks connected with department's services
- Perform reader's advisory service for homebound patrons
- Perform computer searches to locate and reserve materials
- Pull/shelve books and other materials
- Pack/unpack library materials for homebound individuals and deposit collections
- Share responsibility for maintaining order of all shelved materials for department
- Assist as second person on bookmobile when department is short-staffed
- Prepare and deliver Outreach programs including Book Talks and Book Clubs
- Perform children's story time at schools and on the bookmobile if needed
- Follow appropriate cash handling procedures
- 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 50 lbs., and pushing or pulling loaded carts
- Travel to and 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/MPLapplication2021>

- 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: Thursday October 14, 2021.

EQUAL OPPORTUNITY EMPLOYER