MASSILLON PUBLIC LIBRARY POSITION ADVERTISEMENT
The Massillon Public Library is looking to hire a Circulation Assistant

POSITION DETAILS:

Position Title: Circulation Assistant Substitute
Reports To: Children Services/Laura Klein
Position Type: Non-exempt, hourly
Part time/Full time: Part time

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 preferred, but will consider someone still in high school if they are at least 16
- 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
- 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
- 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., pushing or pulling loaded carts, and working in a hot room with the ovens
- Occasionally fill in at another branch or department if the need arises
- 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:

May 2020
HOW TO APPLY:

- To apply for this position, download an application from: [https://tinyurl.com/MPLapplication2021](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](mailto:hardenma@massillonlibrary.org)

EQUAL OPPORTUNITY EMPLOYER