

# MASSILLON PUBLIC LIBRARY POSITION ADVERTISEMENT

The Massillon Public Library is looking to hire a Circulation Assistant

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## POSITION DETAILS:

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

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## PURPOSE:

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

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