

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

Massillon Public Library is seeking a Full-time Cargo Assistant

INCUMBENT:
EFFECTIVE DATE:

POSITION DETAILS:

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|-----------------|------------------------------|
| Position Title: | Cargo Assistant |
| Reports To: | Circulation Services Manager |
| Position Type: | Non-exempt, hourly |

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 required
 - 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
- May process Web Patrons
- Monitor quality control by checking all patron applications
- Maintain patron records from both adult and children's departments
- Resolve Search Ohio issues
- Process all video games
- Maintain spreadsheet for special collections, such as cake pans
- 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
- Sort and pack library materials received and sent via delivery service
- Maintain shipping/routing labels
- Send available shipping and packing supplies to Massillon Public Library branches
- Monitor inventory of needed supplies
- 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., and pushing or pulling loaded carts
- 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
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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
 - Deadline for application: Monday, January 9, 2023.
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EQUAL OPPORTUNITY EMPLOYER