

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

Massillon Public Library is seeking a Full-Time Reference Assistant

INCUMBENT:
EFFECTIVE DATE:

POSITION DETAILS:

Position Title:	Reference Assistant
Reports To:	Adult 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:

- 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
- Conduct Adult Library Book Clubs, as needed
- Perform Reader's Advisory, as needed
- Maintain displays on bookshelf end panels
- Assist with digitization and weeding, if needed
- Perform occasional clerical tasks, including filing loose-leaf reference materials
- Assist with basic public computer operations as needed
- May be required to serve as Notary Public at the Library's expense
- 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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- 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: Monday, May 22, 2023.

EQUAL OPPORTUNITY EMPLOYER