**MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION**

**Massillon Public Library is looking to fill the position of Reference Assistant**

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**POSITION DETAILS:**

Position Title: Local History and Genealogy Specialist

Reports To: Adult Services Manager

Position Type: Non-exempt, hourly

Part Time/Full Time: Full time—34 hours

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**PURPOSE:**

* To provide comprehensive service to all patrons and assist them with reference, history, and genealogy research.

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**QUALIFICATIONS:**

* A Bachelor’s degree with 1 year of Library or other directly related experience required; 2 years of experience preferred
* Completion of some higher education with comparable experience would be considered
* Customer Service experience, preferably in a library environment, is desirable
* Must be familiar with local history
* Must be familiar with significant authors and books
* Working knowledge of research databases and online catalogs
* Basic computer and clerical skills are required
* Must have acceptable results on a criminal background check

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**ESSENTIAL FUNCTIONS:**

* Provide public service at the Reference and Local History and Genealogy desks
* Provide in-depth genealogy assistance to patrons
* Assist patrons in learning to do their own research
* Serve as staff resource for genealogy research
* Maintain appropriate records in connection with genealogy queries, meetings, and programs
* Encourage genealogy enthusiasts to join as members in the Massillon Genealogy Society
* Prepare and submit monthly genealogy statistics
* Plan and organize genealogy related programs for the public
* Maintain active membership in local historical and genealogical societies as appropriate
* Represent the Library at workshops, conferences, and training sessions
* Take advantage of continuing education opportunities as appropriate
* Serve as liaison to Genealogy volunteers and Massillon Genealogy Society
* Perform occasional clerical tasks for department, including filing Reference materials
* Follow appropriate cash handling procedures
* Share Chain of Command responsibilities
* Assist at Circulation Desk in emergencies
* Necessary physical aspects include, but are not limited to: standing, moving, sitting, operating office equipment, climbing steps, and lifting up to 35 lbs.
* 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.*

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* 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/MPLapplication>
* 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)
* Deadline for application: until filled

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***EQUAL OPPORTUNITY EMPLOYER***