**MASSILLON PUBLIC LIBRARY POSITION ADVERTISEMENT**

The Massillon Public Library is looking to fill the position of Outreach Services Manager

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**POSITION DETAILS:**

Position Title: Outreach Services Manager

Reports To: Director

FT/PT: Full Time

Position Type: Salary/Exempt

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**PURPOSE:**

* To provide excellent service to the community by making Library materials and programming available to patrons outside of Library branch locations.

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**QUALIFICATIONS:**

* Master’s degree in Library and Information Science from an ALA-accredited school with 2-3 years of experience in a library setting is preferred
* Bachelor’s degree in a related field with 4-5 years of experience in a library setting is acceptable
* Other combinations of education and related library experience may be considered
* Supervisory experience is highly desirable
* Must have a valid Driver’s license and be willing to obtain CDL as part of employment
* Commercial Driver’s License (CDL)—Class B with no air brake restriction—is preferred and must be obtained as part of employment
  + Subject to drug screening tests as required by state law
* Knowledge of popular authors and books for both children and adults is required
* Must have acceptable results on a criminal background check

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**ESSENTIAL FUNCTIONS:**

* Manage and evaluate the operations and activities of the Outreach Services Department, which encompasses the Bookmobile, Homebound, and Reachout services
* Interview, hire, train, develop, and evaluate performance of staff
* Recommend appropriate continuing education opportunities for staff
* Establish and execute goals and objectives for Outreach Services Department in accordance with Massillon Public Library’s policies and based on community needs
* Represent the Library in the community by making presentations and serving on boards and committees
* Actively seek opportunities to promote the Library with the goal of increasing public use of programs and resources, and enhancing the Library’s visibility as a vital community partner
* Develop and maintain bookmobile schedule and routes
* Ensure the bookmobile’s general maintenance and repairs are kept current and maintain vehicle maintenance records
* Handle patron concerns in a courteous, tactful manner
* Recommend requirements of any replacement vehicles, and participate in designing vehicles to meet Library needs
* Provide reference and reader’s advisory service for Bookmobile and Homebound patrons
* Perform routine circulation tasks connected to department’s services
* Serve on Materials Selection Committee
* Participate in budget request process and manage allocated funds throughout the year
* Follow appropriate cash handling procedures
* Handle physical aspects of position which include, but are not limited to: sitting, standing, bending, stooping, moving, reaching, manual dexterity required for computer work, and lifting up to 35 lbs.
* Attend meetings and workshops appropriate to position
* 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

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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: 2-22-18

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***EQUAL OPPORTUNITY EMPLOYER***