**MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION**

**Massillon Public Library is looking to hire a Programming Specialist**

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**POSITION DETAILS:**

Position Title: Programming Specialist

Reports To: Programming Manager

Position Type: Non-exempt, hourly

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**PURPOSE:**

* To provide comprehensive service to all patrons and develop and present library programming

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**QUALIFICATIONS:**

* High school diploma/GED with one (1) year of experience working with the public required
* Extensive knowledge of popular authors/books and movies for all ages required
* Customer service experience, preferably in library environment, desirable
* Story telling experience, a plus
* Basic computer/word processing and internet/email skills
* Valid driver’s license required
* Must be insurable by Library’s auto insurance carrier
* Must have acceptable results on a criminal background check

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**ESSENTIAL FUNCTIONS:**

* Develop, present, implement and evaluate age-appropriate programs and system-wide events for patrons of all ages both inside and outside of the Library, as directed
* Research, make contact, and negotiate with potential program presenters/performers and help foster cooperative community partnerships
* Work collaboratively with other members of the Programming department and Library staff to generate program ideas and coordinate development
* Create programming and community events to match Library initiatives and departmental objectives
* Participate in budget request process and manage allocated funds throughout the year
* Provide Reader’s Advisory to patrons of all ages
* May be asked to lead a book discussion group
* Work with Marketing staff and follow established procedures to promote programs and events
* Remain current on popular trends for all ages
* Provide public service at public service desks, as assigned
* Share Chain of Command responsibilities
* Maintain displays on bookshelf end panels
* Take advantage of continuing education opportunities as appropriate
* Follow appropriate cash handling procedures
* Maintain regular and reliable attendance
* Demonstrate ability to get along with others
* Maintain a positive attitude toward the Library and its programs
* 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.*

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* To be determined by the supervisor
* Will require working some nights and weekends

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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)
* Deadline for application: Until filled

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