## NOTICE OF POSTING POSTING DATE: 10/02/13 CLOSING DATE: 10/21/13

Recruitment of external applicants is underway concurrent with this posting.

Resumes and letters of interest can be submitted via email to <a href="mailto:employment@cambridgema.gov">employment@cambridgema.gov</a>.

Cambridge residents are especially encouraged to apply.

POSITION & Library Assistant/Reference DEPARTMENT: Cambridge Public Library

JOB CODE/POSITION #: #L414-709

CIVIL SERVICE; Non-Civil Service

**HOURS OF WORK:** 15 hours per week - initially Thursdays 5 to 9PM; Fridays 10AM

to 5PM; Saturdays 12 to 5PM

UNION AFFILIATION: CPLSA, Local 4928

**DUTIES & RESPONSIBILITIES:** Under supervision of the Manager of Adult Services, provides services in the Information Commons (public computer area); provides reader's advisory and information services to the public in person, on the telephone, and by other appropriate means at the Q&A desk and at the Research desk as needed. Shelves materials and shelf-reads. Maintains work area in an orderly manner. Works in other public service areas such as circulation as scheduled. Performs other tasks as assigned by the Manager of Adult Services for the good of the department and the library

Reasonable accommodations may be made to enable individuals with disabilities to person essential functions.

**MINIMUM REQUIREMENTS:** High school diploma or high school equivalency required. A bachelor's degree or coursework beyond high school is desirable. Requires sufficient prior employment experience to indicate an ability to successfully perform the duties of the job.

Computer literate, including basic knowledge of the Internet. Good attention to detail and accuracy. Ability to follow oral and/or written instructions quickly and thoroughly, with a minimum of direct supervision after the normal break-in period. Ability to communicate effectively, patiently, and courteously with the public, supervisor, and library staff. Genuine interest in helping library patrons and providing excellent service. Punctuality and dependability. Patience. Alertness. Good memory. Ability to handle multiple activities or interruptions at once. Flexibility generally as well as in emergency staffing situations. Ability to work with enthusiasm and initiative, a cheerful disposition, and a willingness to work positively, effectively and harmoniously with others within a team model, assisting and supporting coworkers. Good knowledge of popular adult materials. Working knowledge of library tools, concepts, and resources.

## PHYSICAL DEMANDS:

- Physically able to operate a variety of machinery and equipment including office equipment such as computers, calculators, copiers, facsimile machines, CD/DVD players
- Ability to stand or sit for extended periods of time to use computer workstations, including keyboard and visual display terminal

- Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books
- Must be able to pay close attention to details and concentrate on work
- Time management ability to set priorities in order to meet assignment deadlines
- Sufficient clarity of speech and hearing or other communication capabilities to permit effective communication
- Sufficient vision or other powers of observation to permit employee to read books and patron requests
- Sufficient manual dexterity to permit the employee to type and record library files
- Sufficient personal mobility and physical reflexes to permit the employee to re-shelve library materials and work at public service desks

## **WORK ENVIRONMENT:**

Works in assigned areas, including office areas, training rooms, various library locations, as necessary. Normal office exposure to noise, stress, and interruptions. Attends and participates in continuing educational programs designed to keep abreast of changes in profession.

**RATE:** \$ 18.96 per hour to \$20.42 per hour in five steps

**APPLICATION PROCEDURE**: Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest **by 8pm** on the closing date via email to: <a href="mailto:employment@cambridgema.gov">employment@cambridgema.gov</a> or to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

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