

**NOTICE OF POSTING**  
**POSTING DATE: 01/22/14**  
**CLOSING DATE: 02/13/14**

**Recruitment of external applicants is underway concurrent with this posting.**  
**Resumes and letters of interest can be submitted via email to [employment@cambridgema.gov](mailto:employment@cambridgema.gov).**  
**Cambridge residents are especially encouraged to apply.**

**POSITION & DEPARTMENT:** Senior Substitute  
Cambridge Public Library-Main Library Circulation Department

**JOB CODE/POSITION #:** #L422-720

**CIVIL SERVICE:** Non-Civil Service

**HOURS OF WORK:** 15 hours per week  
Tuesdays 4-9 PM; Fridays 12-5 PM; Saturdays 12-5 PM

**UNION AFFILIATION:** CPLSA, Local 4928

**DUTIES & RESPONSIBILITIES:**

- Performs functions related to circulation control: checkouts, check-ins, inquiries, renewals, reserves, data entry, assess and collect fines, answer and route telephone calls, register borrowers, and issue library cards
- Process deliveries – moving and unloading bins and checking-in items
- Direct patrons to appropriate service areas
- Shelve materials; may check stacks and open shelf areas for overdue or missing items
- Assist in additional services areas as needed
- Any other duties required by the Manager of Borrower Services for the good of the department and the library

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

**MINIMUM REQUIREMENTS:**

High school diploma or high school equivalency required. A bachelor's degree or coursework beyond high school is desirable.

Requires working knowledge of basic public library concepts and resources, competency to follow oral and written instructions accurately and thoroughly, competency to operate a computer terminal, adaptability and dependability to work well in a team situation, flexibility to fill in during scheduling emergencies and vacation periods, ability to recognize situations that require referral to the full time staff, an interest in and enthusiasm for working with the public, tact, patience, maturity, friendliness.

**PHYSICAL DEMANDS:**

- Physically able to operate a variety of machinery and equipment including office equipment such as computers, copiers
- 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

- Sufficient clarity of speech and hearing or other communication capabilities which permit effective communication
- Sufficient vision or other powers of observation to permit employee to read books and patron requests
- Sufficient manual dexterity which permits the employee to type and record library files
- Sufficient personal mobility and physical reflexes which permits 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:** \$ 15.97 per hour to \$19.06 per hour in five steps

**APPLICATION PROCEDURE:** Internal applicants, submit 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 **5:00 pm** on the closing date to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Fax: (617) 349-4312. Email: [employment@cambridgema.gov](mailto:employment@cambridgema.gov).

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