

NOTICE OF POSTING

POSTING DATE: 8/20/13

CLOSING DATE: 9/03/13

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

POSITION & DEPARTMENT: Senior Substitute(Temporary through end of December 2013)
Cambridge Public Library-Main Library Circulation Department
JOB CODE/POSITION #: #X426

CIVIL SERVICE: Non-Civil Service

HOURS OF WORK: Approximately 22.5 hours per week, primarily Mondays, Wednesdays, Fridays. May include evening and weekend hours as needed.

UNION AFFILIATION: None

DUTIES & RESPONSIBILITIES:

- Performs functions related to delivery room processing
- Shelves materials
- As needed performs functions related to circulation control: checkouts, check-ins, inquiries, renewals, reserves, data entry
 - Assess and collects fines
 - Answers and routes telephone calls
 - Registers borrowers and issues library cards
 - Directs patrons to appropriate service areas
- Assists in additional services areas as needed

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:

- 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 detail 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

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

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: \$ 14.51 per hour

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 5pm** on the closing date via email to employment@cambridgema.gov or to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

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