NOTICE OF POSTING
POSTING DATE: 08/21/13
CLOSING DATE: 09/09/13

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 &	Staff Librarian Main Library Adult Services (Temporary through the end of March 2014)
DEPARTMENT:	Cambridge Public Library
JOB CODE/POSITION #:	#X427
CIVIL SERVICE;	Non-Civil Service
HOURS OF WORK:	37.5 hours per week, including evenings and Saturday rotation hours
UNION AFFILIATION:	None

DUTIES & RESPONSIBILITIES:

- Provides excellent professional reader's advisory services to the public
- Provides professional information service to the public in person, on the telephone, and by electronic means. Interviews patrons to determine information needs. Analyzes needs and determines appropriate sources to fulfill those needs.
- Assists patrons in the use of library resources; explains print and online sources
- Assists patrons in the use of library computers, copiers, and other library resources such as e-book readers and downloadable content
- Assists patrons with placing holds and inter-library loan requests
- Assists in providing system-wide reference service through contact with branch librarians
- Merchandizes the collections, anticipates special events and anniversaries as well as responding quickly to breaking news events
- Enforces library rules of behavior; takes appropriate action in case of misbehavior
- Presents orientation tours for student and community groups as needed
- Any other duties as required for the good of the department and the library

MINIMUM REQUIREMENTS:

A Master's Degree from an ALA accredited school of library science required. Post-MLS experience in direct patron service, preferably in a public library adult services or reference department, preferred.
Working knowledge of basic public library concepts. Solid knowledge of adult services, including information and research and reader's advisory services. A broad knowledge and appreciation of popular literature and genres. A general knowledge of resources in many subject areas. Solid knowledge of and comfort with computer technology; knowledge of current technological trends, including social media. Good oral and written communications skills, including the ability to work well and communicate constructively. Adaptability and dependability to work well in a team situation, and flexibility in emergency staffing situations. Genuine interest in helping people to locate information and materials: Ability to work effectively with a diverse population, and an appreciation of urban library issues. Ability and desire to serve the public with friendliness, tact and diplomacy. Ability to work with enthusiasm and initiative, a cheerful disposition, and a willingness to work harmoniously with others.
Necessary attributes: mental curiosity, attention to detail, punctuality and dependability, good judgment, creativity, resourcefulness, patience, maturity, ability to work with frequent interruptions, commitment to

outstanding customer service, commitment to delivering user-centered services and promoting access to all library resources. Ability to learn and apply the library's policies and procedures. Ability to contribute positively to the culture of the Cambridge Public Library

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 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

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

WORK ENVIRONMENT:
Works in assigned area, including branches as needed. Work is performed primarily in an indoor setting at the library, including public and shared office spaces with normal office exposure to noise, stress and interruptions.

RATE: $23.99 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 8pm** 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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