

NOTICE OF POSTING
POSTING DATE: 7/28/2020
CLOSING DATE: 8/12/2020

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.

JOB TITLE Library Associate, Youth Services (Part Time – 30 hours Benefits Eligible)
DEPARTMENT: Cambridge Public Library/ Valente Branch
JOB CODE/POSITION #: L431-727

CIVIL SERVICE: Non-Civil Service

HOURS OF WORK: 30-hour workweek. Initial schedule is Mondays, Tuesdays and Thursdays, 9:30am-6:00pm and Wednesdays 11:30am-8:00pm. The position will also work 2 out of every 3 Saturdays from 1:00pm-5:00pm. Hours are assigned and may be changed to meet the needs of the Department and the Library. Flexibility is required.

UNION AFFILIATION: CPLSA, Local 4928

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Join the Cambridge Public Library's newest re-opened Valente Branch! Under minimal supervision, provides outstanding customer service to diverse patrons of all ages and performs circulation, programming, readers' advisory, administrative and other duties in all areas of unit. Additionally, assigned focus on service to youth, caregivers and families.

- Delivers exceptional and engaging service to the public.
- Assigns focus on service to youth, caregivers and families.
- Performs circulation and patron account management duties (e.g., checkouts, check-ins, account inquiries, reserves, renewals, fine assessment and collection, patron registration).
- Seeks assistance from the professional staff as needed:
 - Assists patrons of all ages to find books and information.
 - Answers routine reference questions.
 - Provides basic reader's advisory service.
- Assists patrons with use of a wide range of technologies (e.g., computers, laptops, e-readers, tablets, scanners, emerging STEAM technologies), including basic troubleshooting and maintenance.
- Communicates and applies library policies and procedures; addresses and resolves patron issues.
- Maintains orderliness and neatness in the library. Processes deliveries; merchandizes and shelves materials; reads shelves.
- With the guidance of professional staff, may plan, assist with or conduct select programs and events. Uses developmental principles to best serve youth, caregivers and families.
- Operates audiovisual and STEAM equipment in the presentation of library programs.
- Supports and contributes to system, branch services and youth services initiatives as assigned by professional staff.
- Promotes library services.
- Participates in outreach services, especially to schools and other places serving youth.
- Performs administrative and organizational tasks as assigned, including but not limited to compiling statistics, generating reports and ordering supplies.
- With the guidance of professional staff, may participate in some selection of library materials.
- Coordinates daily tasks of unit as assigned.
- May train and supervise library pages.
- May provide mentoring and training to other staff as assigned.
- May contribute to the Library's presence on social media networks as assigned.
- Attends meetings and trainings and may participate in workgroups for planning and implementing programs, projects and initiatives.
- Any other duties as required for the good of the Library.

MINIMUM REQUIREMENTS: Bachelor's degree from a recognized college or university is required. Interest in enrollment in an ALA-accredited MLS program is preferred. Experience working with the public in a group setting is strongly preferred. Experience working with youth in a group setting is strongly preferred. Previous library experience is strongly preferred. ILS experience is preferred. Fluency in a language other than English is preferred. In exceptional instances, specialized education, training and/or experience may be substituted for part or all of the required elements.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of the Library's mission, values and strategic priorities.
- Strong customer service skills and commitment to public service.
- Ability to work with a diverse population in an urban setting.
- Knowledge of urban public library concepts and techniques.
- Broad knowledge and appreciation of literature and media, especially for children and teens.
- Broad knowledge of digital and electronic materials and resources.
- Knowledge of developmental principles, materials and current issues related to serving youth; ability to apply developmental principles to programs and services; ability to establish positive relationships with youth.
- Knowledge of current technology and technological trends.
- Ability to operate library computers, equipment, software and systems.
- Effective communication skills.
- Strong interpersonal skills and positive attitude.
- Strong teamwork skills, including flexibility to fill in during scheduling emergencies and vacation periods.
- Sound judgment and problem-solving skills, including ability to handle unexpected situations.

PHYSICAL DEMANDS: Physically able to operate a variety of machinery and equipment including office equipment such as computers, tablets, printers, AV equipment and e-readers; Ability to sit and use computer workstation; Strength to push or pull a loaded book cart; Sufficient clarity of speech and hearing to communicate effectively; Sufficient vision or to read books and patron requests; Sufficient personal mobility and physical reflexes 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 area, including branches as needed. Work is performed primarily in an indoor setting at the Main Library. Normal office exposure to noise, stress and interruptions. Attends and participates in continuing educational programs designed to keep abreast of changes.

RATE: \$27.21 per hour to \$30.14 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 5pm** on the closing date via email to: employment@cambridgema.gov or to the Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

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