

NOTICE OF POSTING
POSTING DATE: 7/29/20
CLOSING DATE: 8/13/20

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 Clerk (Part Time)
DEPARTMENT: Cambridge Public Library/Collins Branch
JOB CODE/POSITION #: L422-723

CIVIL SERVICE: Non-Civil Service

HOURS OF WORK: 15 hours per week including evening hours. Hours are assigned and may be changed to meet the needs of the Department and the Library. Specific hours will be discussed during the interview. Flexibility for hours and library location worked is required, especially in current operations.

UNION AFFILIATION: CPLSA, Local 4928

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under minimal supervision, the Library Clerk provides outstanding customer service, performs circulation control, reader's advisory, and clerical activities in all areas of the branch or location.

- Performs functions related to circulation such as checkouts, check-ins, inquiries, reserves, renewals, fine assessment and collection, over-dues and patron registration
- Delivers exceptional and engaging customer service to the public
- Assists borrowers in locating books and materials, referring them if necessary, to the professional librarian
- Processes deliveries – moving and unloading bins and checking-in items
- Assists patrons with use of a wide range of technologies, including computers, laptops, e-readers, tablets, scanners, and emerging STEAM technologies, including basic trouble-shooting and maintenance
- Maintains orderliness and neatness in the branch; merchandizes and shelves materials and reads shelves as necessary
- May assist in the implementation of programs for adults and/or children
- May assist in operating audio-visual and STEAM equipment in the presenting of library programs
- Any other duties required by the Branch Manager for the good of the branch and the library system

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 the high school level is desirable. Previous library experience is strongly preferred. ILS experience is also preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of basic public library concepts and resources
- Strong customer service skills
- Solid knowledge of and comfort with a range of technologies; knowledge of current technological trends
- Ability and willingness to work with a diverse population
- Ability to handle the unexpected and stay calm and professional under pressure
- Ability and willingness to be a strong team player
- Ability to follow written and oral instructions accurately and thoroughly
- Flexibility to fill in during scheduling emergencies and vacation periods, in addition to working a regular part-time schedule

- Ability to recognize situations that require referral to the professional librarian
- Tact Patience Maturity Empathy

PHYSICAL DEMANDS:

Physically able to operate technical equipment such as computers, scanners, printers, and mobile devices. Ability to sit and use computer workstation for extended periods of time. 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 or computers and computer equipment. 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 communicate effectively. Sufficient vision or other powers of observation to read books and patron requests. 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: Work 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: \$20.26 per hour to \$24.14 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 Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

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