

NOTICE OF POSTING
(Deadline Extended)
POSTING DATE: 9/15/2015
CLOSING DATE: 10/13/2015

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 Assistant
DEPARTMENT: Cambridge Public Library, Valente Branch
JOB CODE/POSITION #: L414-714

CIVIL SERVICE: Non-Civil Service

HOURS OF WORK: The work week is 37.5 hours. The schedule requires a five day work week including evenings and a Saturday rotation. The initial schedule is Mondays, Tuesdays, and Fridays from 9:30am-6:00pm, Wednesdays from 11:30am-8:00pm and Thursdays at the Main Library from 8:30am-5:00pm. Hours are subject to change and are assigned to meet the needs of the Branch and the Library. The Valente branch will be closing in the fall/winter for a multi-year renovation project. Candidates are expected to have a flexible approach to hours and locations worked during this time.

UNION AFFILIATION: CPLSA, Local 4928

DUTIES AND RESPONSIBILITIES:

Using basic library techniques, performs circulation control activities and assists in the general operations of the branch in both adult and children's areas. Assists the manager in developing and implementing multi-cultural programming. Assists in collection development for Portuguese materials. Provides outstanding customer service to the public. Specific duties include but are not limited to the following:

- Performs functions related to circulation such as check-outs, check-ins, account inquiries, renewals, reserves, data entry, fine assessment and patron registration
- Creates a welcoming atmosphere for patrons at the branch
- Delivers exceptional and engaging customer service to the public
- Provides basic reference and reader's advisory service and bibliographic instruction in Portuguese and English, referring patrons to other professional branch staff when necessary
- Processes deliveries, including moving and unloading bins
- Shelves and shelf-reads
- Maintains orderliness and neatness in the branch
- Acts as liaison with the bi-lingual programs at the King Open School
- Conducts bi-lingual story hours and activities for children and adults in the branch and in the community
- Under the direction of the Branch Manager, develops and implements programs for the diverse community in the branch neighborhood
- Assists the Branch Manager in the book selection and collection development of the Manuel Rogers, Sr. Center for Portuguese Culture and Studies which is housed in the Valente Branch
- Any other duties required by the Branch Manager for the good of the Valente Branch and the library system

MINIMUM REQUIREMENTS: High school diploma or equivalent required. A bachelor's degree or coursework beyond high school is strongly desired. Prefer willingness to complete Master's Degree in Library Science through CPLSA loan-scholarship program. Prior library and ILS experience is desirable, but not required.

KNOWLEDGE, SKILLS & ABILITIES:

- Fluency in Portuguese language and English, as well as a working knowledge of popular Portuguese print and non-print materials
- Strong customer service skills
- Working knowledge of basic public library concepts and resources
- An interest in and enthusiasm for working with a diverse public and all ages
- Ability to handle the unexpected and stay calm and professional under pressure
- Ability and willingness to be a strong team player
- Ability to follow oral and written instructions accurately and thoroughly
- Ability to interact effectively with the library's computers and automated system
- Personality, temperament and commitment to work effectively with the multi-cultural Valente Branch neighborhood
- Ability to interact well with both adults and children, and to plan programs suitable for the interest level of the intended audience
- Adaptability and dependability to work in a team situation
- Flexibility to fill in during scheduling emergencies and vacation periods
- Ability to recognize situations that require referral to a professional librarian
- Friendliness Tact Patience Maturity

PHYSICAL DEMANDS: Physically able to operate a variety of machinery and equipment including office equipment such as computers, printers, scanners, copiers, AV equipment and mobile devices; Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time; Ability to stand 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 which permits the employee to communicate effectively; Sufficient vision or other powers of observation which permits the employee to read books and patron requests, as well as to see what patrons are doing when they are at some distance from the workstation; 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 area, including public service areas, office areas, training rooms, 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: \$20.51 to \$22.08 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 **by 5pm** on the closing date to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

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