

**NOTICE OF POSTING
(EXTENDED CLOSING DATE)
POSTING DATE: 02/28/12
CLOSING DATE: 03/19/12**

**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: Intermittent Senior Substitute
Cambridge Public Library
JOB CODE/POSITION #: #X426

CIVIL SERVICE; Not subject to Civil Service Rules and Regulations

HOURS OF WORK: Average 10 to 15 hours per week. Includes evenings, Saturdays

UNION AFFILIATION: None

DUTIES & RESPONSIBILITIES:

- Provides coverage for public service areas as needed at branches and main library
- Performs functions related to circulation control: checkout, check-ins, inquiries, renewals, reserves, data entry, assessing and collecting fines, answering telephone
- Shelves materials and reads shelves
- Assists borrowers in locating books and materials, referring them as appropriate to other staff
- Assists users with public computers as necessary

MINIMUM REQUIREMENTS:

High School Diploma or GED required. A Bachelor's Degree or coursework beyond high school is desirable.

- Flexibility to fill-in during scheduling emergencies and vacation periods.
- Working knowledge of basic library concepts and resources.
- Competency to follow oral and written instructions accurately and thoroughly and operate a computer terminal and to multi-task while doing so.
- Adaptability and dependability to work well in a team situation.
- Ability to recognize situations that require referral to other staff.
- An interest in and enthusiasm for working with the public.
- Display friendliness, tact, patience and maturity

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 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

RATE: \$14.28 per hour (effective 3/1/12)

APPLICATION PROCEDURE: Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit **2 copies** of both your resume and letter of interest **by 8pm** on the closing date to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312, Email: employment@cambridgema.gov

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