



Craven-Pamlico Regional Library
invites applications for the position of:

Library Assistant II - Adult Services
Part-Time Reference Assistant (up to 19 hrs/week)
New Bern-Craven County Public Library

SALARY: \$ 14.81
OPENING DATE: 03/24/25
CLOSING DATE: 04/07/25

****To be considered for this position you must attach a cover letter send electronically via email to hr@mycpri.org with NB - LAII Ref in subject heading.**

Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; ability to work well with a diverse public and have strong customer service skills; ability to use a variety of technologies including computers, cash register, copier, eReaders, etc.; accuracy and attention to detail with a high level of productivity are required. Performs intermediate administrative support work at the adult servicesdesk, preparing materials for circulation, aiding library patrons, maintaining records and files, and related work as apparent or assigned. Work is performed under the supervision of the Adult Services Supervisor or Library Branch Manager

Duties:

- Plans, promotes, and facilitates programs, services, and provide responsive reference and technology assistance for adult patrons.
- Provides excellent customer service to library patrons and co-workers.
- Provides a full range of welcoming and responsive library services, including intermediate level reference, research, technology assistance, circulation, reader's advisory, and workforce development.
- Participates in planning and implementation of Summer Learning and other literacy initiatives ifor adults.
- Provides circulation desk services including checking in and out materials, setting up library card accounts and resolving account issues, locating reading materials, conducting sales of materials and supplies, accepting fines and fees, placing holds or transfers of items.
- Facilitates a welcoming library facility and responsive public services by proactively maintaining library facilities, services, collections, and equipment that are convenient, accurate and meet community needs. Handling emergency situations, patron complaints, or facility issues.
- Provides one-on-one technology assistance to help patrons access digital resources or troubleshoot technology problems.
- Proficient at utilizing current technology and office management software applications, i.e., tablets, eReaders, Microsoft Office Suite, internet navigation, email, etc.;
- WPerforms community outreach to promote public participation and use of library services;
- Develops and maintains effective working relationships with the public and community;
- Ensures the enforcement of the library's policies;
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Minnimum Qualifications:

Graduation from a two-year college or technical school and 1-2 years of experience in library work. Excellent computer skills required.

Additional Preferred Skills

Knowledge of Integrated Library Systems software.
Ability to communicate in more than one language.

Work Schedule:

Rotating schedule up to 19 hours per week, including:

- Possible 8 hour shift per week
- 2-3 nights per week
- 1 weekend shift (Saturday 9-6)