



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

Library Assistant II
Permanent, Part-Time Youth Services
New Bern-Craven County Library

SALARY: \$11.56/hr.

OPENING DATE: 08/23/21

CLOSING DATE: Until Filled

****To be considered for this position you must attach a cover letter, resume and your CPRL online application and send electronically via email to hr@cpcl.org with NB - LAIYS in subject heading, via fax (252-638- 7817), or in person at the New-Bern Craven County Library Circulation desk. A resume alone is not accepted in place of a completed CPRL application.**

POSITION OVERVIEW: Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; ability to work well with a diverse public providing services to children, young adults, & their caregivers; have strong customer service skills; ability to use a variety of technologies including computers, media equipment, & office equipment; accuracy and attention to detail with a high level of productivity are required.

Duties:

- Acknowledges each library patron with a pleasant greeting;
- Promotes the library's collections and services in a friendly and helpful manner;
- Provides reader's advisory and reference services, utilizing the library's print and digital collections.
- Assists patrons in locating materials, using the library's online catalog, and requesting materials.
- Proficient at utilizing current technology and office management software applications, i.e., tablets, eReaders, Microsoft Office Suite, internet navigation, email, etc.;
- Working knowledge of online databases;
- Assists in the creation and delivery of programs for children and young adults;
- Assists in promoting and marketing library programs by creating and distributing flyers and materials pertaining to programs;
- Prepares program reports and data entry;
- Performs collection maintenance activities such as sorting, shelving, shelf-reading, weeding, resolving and reconciling minor collection issues, etc.;
- Participates in 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 library policies;
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Work Schedule:

Rotating schedule of weekday night shifts and weekend day shifts; not to exceed 24 hours per week, including:

- 2-3 nights per week
- One weekend day per week (Saturday or Sunday)

Qualifications:

Graduation from a two year college or technical school or 1-2 years of experience in library work; experience working with children and young adults; knowledge of early literacy; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Excellent computer skills required.

Knowledge, Skills, and Abilities

- Proficiency in Microsoft Office (Word, Power Point, Excel)
- Proficiency in SAP
- Strong communication skills (verbal and written)
- Strong organization and time management skills

Benefits:

Position is eligible for the NC Local Governmental Employees' Retirement System.