



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

## Library Page New Bern-Craven County Library

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**SALARY:** \$8.53 /hr

**OPENING DATE:** 01/05/22

**CLOSING DATE:** 01/18/22

### POSITION OVERVIEW:

**\*\*To be considered for this position you must attach a cover letter and your CPRL online application and send electronically via email to [hr@mycpri.org](mailto:hr@mycpri.org) with NB - PAGE in subject heading, via fax (252-638-7817), or in person at the New-Bern Craven County Library Circulation desk. Applicants may submit a resume, but a resume is not accepted in place of a completed CPRL application.**

### GENERAL WORK FUNCTIONS

This position works in the New Bern-Craven County Library providing customer service that connects library customers to information, resources and services by shelving and organizing library materials.

### EXAMPLES OF DUTIES:

- Sort and shelve books and materials according to the Dewey Decimal System.
- Check shelves for correct arrangement of books.
- Empty book drop as needed.
- Clear tables of books and magazines.
- Place new periodicals in display racks.
- Review books for damage or wear and tear.
- Use and maintain various library equipment.
- Assist patrons with finding materials.
- Promotes high quality customer service in support tasks, as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

- Visual discrimination and the ability to read spine labels.
- Ability to sort and file alphabetically and numerically.
- Ability to follow simple oral and written instructions.
- Ability to perform light physical tasks.
- Positive attitude towards public service work.
- Self-motivated.
- Must be able to stand for extensive periods of time during the workday.
- Must be able to lift 40 pounds; push and pull book carts; frequently stoop and reach.
- A demonstrated commitment to equity, diversity, and inclusion.

### MINIMUM TRAINING AND EXPERIENCE

Minimum: Must be 16 years of age or older to apply. Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions. A negative drug screen and background check are required.

**\*\*Must have access to transportation and maintain a valid N.C. Driver's License**

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**\*\*Inquiries about this job posting should be directed to [pam.jenkins@cpcri.org](mailto:pam.jenkins@cpcri.org).**