



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

**Library Assistant III – Adult/YA Outreach– Located at the New
Bern-Craven County Public Library**

SALARY: \$27,706.00

OPENING DATE: 10/12/21

CLOSING DATE: **Until Filled**

POSITION OVERVIEW:

****To be considered for this position you must attach a cover letter and resume to your CPRL online application and email to hr@mycpri.org with Outreach-Adult in subject heading. ****

CPRL members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others.

The purpose of this position is to provide programming and promote library services/literacy to adults and young adults in Craven and Pamlico counties. Occasionally, will attend local festivals and special events, provide programs at high schools to promote library services, technology and lifelong learning.

EXAMPLES OF DUTIES:

- Provides service to both internal and external patrons.
- Oversees the development, implementation, and evaluation of outreach library programs, technology, and services for patrons 14 and up; envisioning and interpreting community needs, and developing new programs and services.
- Schedules monthly visits to senior centers/assisted living centers; plans book selections for delivery to centers; plans and implements programs.
- Drives library van and delivers items (e.g. books, magazines, etc.).
- Creates marketing/promotion material on programs and events or various medias including social media.
- Understands and stays current with trends and interests of adults and young adults. Trends such as anime/manga, technology, senior mental health and aging.
- Creates and maintains database of program participants; maintains monthly statistical reports.
- Plans and creates program handouts and brochures.
- Calculates program budgets and ensure they are adhered to.
- Attends local festivals and community events promoting library and literacy.
- Assists and provides high-quality customer service in New Bern's Reference department as required.
- Promotes the library's collection 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.
- Attends workshops and training seminars
- Assists patrons with utilizing current technology and office management software applications, i.e. tablets, eReaders, Microsoft office Suite, email, internet navigation, etc.
- Performs other related duties as assigned.

KNOWLEDGE AND QUALIFICATIONS:

- Knowledge of library science, principles and practices.
- Knowledge of library policies and procedures.

- Experience working with disabled adults.
- Proven ability to work with a wide range of constituencies in a diverse community.
- Skill in operating a personal computer and utilizing library software.
- Skill in problem solving.
- Skill in dealing with the public.
- Skill in dealing with groups of children.
- Skill in oral and written communication.
- Requires a valid driver's license w/ acceptable driving record.

WORK ENVIRONMENT: The work is typically performed in a CPRL library, outreach events (festivals, etc.), at senior centers/assisted living facilities and local public and private schools.

SUPERVISORY CONTROLS: The New Bern Reference Department Manager assigns work in terms of general instructions and is supervised by the New Bern-Craven County Public Library Adult Services Manager. Work is spot-checked upon completion for compliance with procedures, accuracy, and the nature and propriety of results.

GUIDELINES: Guidelines include city, library, outreach facility and program policies and procedures. These guidelines are generally clear and specific but may require interpretation in application.

MINIMUM QUALIFICATIONS: Associate's degree or higher with 2-4 years of relevant experience and/or training in library science or education.

WORK HOURS

Full-time, non-exempt position (40 hours per week), including some nights and weekends (usually 2 weekends per month).

BENEFITS

Benefits Includes holiday pay. Sick and vacation leave. Position is eligible for the NC Local Governmental Employees' Retirement System.

Inquiries about this job posting should be directed to hr@cpcl.org with subject heading "Outreach-Adult."

A negative drug screen and background check are required.

