



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

**Library Assistant II -Reference Dept.  
Permanent, Part-Time  
New Bern-Craven County Public Library**

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**SALARY:** \$ 11.56/hour  
**OPENING DATE:** 10/12/21  
**CLOSING DATE:** 11/09/21

**\*\*To be considered for this position you must attach a cover letter and your CPRL online application and send electronically via email to [hr@cpcl.org](mailto:hr@cpcl.org) with NB - LAll 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.**

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.

**Duties:**

- Acknowledges each library patron with a pleasant greeting.
- 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.
- 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.
- Assist in the creation and delivery of programs.
- 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.
- Performs 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.

**Work Schedule: This is a permanent part-time non-exempt position.**

Rotating schedule of approximately 20 hours per week, including:

- At least one 8-hour shift per week
- 2-3 nights per week
- 1 weekend (Saturday & Sunday) in a two-week rotation

**Qualifications:**

Graduation from a two-year college or technical school and 1-2 years of experience in library work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Excellent computer skills required. A negative drug screen and background check are required.

**Additional Preferred Skills**

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

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

\*\*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 [nicole.vandiford@cpcl.org](mailto:nicole.vandiford@cpcl.org).