



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

## **Library Assistant II/Courier**

**Permanent, Part-time**

**Craven -Pamlico Regional Library (Admn)**

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**SALARY: \$11.50/hour**

**OPENING DATE: 12/28/22**

**CLOSING DATE: 01/10/23**

**\*\*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@mycpri.org](mailto:hr@mycpri.org) with ADMIN-COURIER in subject heading, via fax (252-638- 7817), or in person at the Pamlico County Library Circulation desk.**

Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; responsible for driving the library courier van over 100 miles round trip to safely pick up and deliver books, media, small furniture, and equipment to ten (7) library branches/sites.

Job duties will include the demonstration of good driving techniques, maintaining a valid driver's license, maintaining a working knowledge of the designated route, including city and town streets, roads and highways, sorting book bins, distributing mail and library materials, and preparing Interlibrary Loan books for pickup. This position is also responsible for transporting furnishings, equipment for on-site and off-site library programs when needed, with minimal impact on the delivery schedule.

The successful candidate will be adept at providing quality customer service to citizens as well as other library employees. Candidate must be able to function in a high technology environment and be adaptable in learning new skills as necessary. In addition to courier duties, the courier may be asked to staff customer service desks; assist computer customers; provide ready reference and directional assistance in person, on the phone, or over the internet; participate in the libraries' program curriculum; facilitate the circulation of library materials; handle and receive money; and shelf books.

### **Job Requirements**

- Requires any combination of education and experience equivalent to a high school diploma.
- Prefer one year of courier experience and customer service experience.
- High level organizational and time management skills are required.
- Experience driving a van and operating lift.
- ability to work independently within library system policies and procedures with minimal supervision
- Clean driving record and ability to drive at night.

### **Special Requirements**

- Ability to stoop, bend, reach and lift heavy objects filled with library materials, weighing up to 60 lbs.
- Ability to follow direction and adapt to changing conditions including exposure to the outside elements, including inclement weather.
- Comply with County Motor Pool servicing schedule and transporting all assigned County vehicles to the County garage for fueling and servicing.

**Schedule:** 20 hours per week.

### **Qualifications:**

High School Diploma or GED or have an equivalent combination of experience and training;  
; effective oral and written communication skills. Excellent computer skills required. Willing to train on library technology.

**Employment is contingent upon successful completion of criminal background and DMV record check.**

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

\*\*Inquiries about this job posting should be directed to [Kat.clowers@mycpri.org](mailto:Kat.clowers@mycpri.org)