



Craven-Pamlico Regional Library

Invites application for the position of:


Library Assistant I/Courier

Permanent, Part-time, Craven -Pamlico Regional Library (Admin)

Salary: Beginning at \$13.49/hr

Date: 12/05/24

Closing Date: until filled

 To be considered for this position you must submit a cover letter and resume via email to hr@mycprl.org with Admin--COURIER in subject heading, via fax (252-638-7817), or deliver in-person to any CPRL Library circulation desk.**

Seeking a dynamic individual who can 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. Occasionally, the courier assists CPRL outreach in set-up at festivals and special events.

Job duties will include demonstrating 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 and equipment for on-site and off-site library programs when needed, with minimal impact on the delivery schedule.

Courier is responsible for scheduling general maintenance of CPRL vehicles and is supervised by the CPRL Finance Officer.

The successful candidate will be adept at providing quality customer service to citizens as well as other library employees.

Job Requirements

- Requires any combination of education and experience equivalent to a high school diploma.
- High-level organizational and time management skills are required.
- Experience driving a van and operating a 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 directions and adapt to changing conditions, including exposure to the outside elements, including inclement weather.
- Comply with the CPRL Motor Pool servicing schedule and transport all assigned library vehicles to the County garage for fueling and other locations for servicing.

Work Schedule:

Schedule is up to 19 hours per week. Some flexibility with scheduling. Two to three days weekly.

Benefits: N/A

Qualifications:

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

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

**Inquiries about this job posting should be directed to Kat.clowers@mycprl.org