



Craven-Pamlico Regional Library (CPRL)  
**Invites applications for the position of:**

**Library Assistant I - Temporary  
10 hours per week  
Cove City-Craven County Public Library**

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**SALARY:** \$12.00 per hour

**OPENING DATE:** 09/20/2023

**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](mailto:hr@mycpri.org) with LAI Temp - CC in subject heading. \*\***

**Library Assistant I-Temporary Part-time**

**Status: Part-time; Temporary (10 hours per week); hourly; without benefits**

**Dates of temporary position: TBD**

**Hours: Up to 10 hours per week; some nights and an occasional Saturday for special events may be required**

**Application Deadline: Open until Filled**

Craven-Pamlico Regional Library (CPRL) is seeking a temporary worker to serve as Library Assistant I at the Cove City Craven County Library. The position is for 10 hours per week for 10 months. The beginning and ending date will be determined upon hiring. Applicant must be 18 or above as they will be working with confidential information.

CPRL will hire a responsible, creative, and enthusiastic individual who embraces and thrives in an active, fast-paced, culturally diverse environment. A successful candidate will deliver excellent customer service and help make public library services relevant to children and families of the community. The schedule may require occasional evening and weekend work. This position reports directly to the Cove City library branch manager.

CPRL is willing to offer this position as a paid internship for students if approved by their educational institution.

**Purpose and Scope**

This temporary, part-time library Assistant I position will work closely with the general public throughout the library. This position is responsible for assisting with the planning and presenting of children and adult programs and will participate in departmental planning for special projects. In addition, the successful candidate will gain experience in communicating with parents and children utilizing library services. All equipment and training will be provided by the CPRL.

**Minimum Training and Experience**

Customer service experience and technology aptitude is required.

**The following are standard expectations for this job, but they are not exclusive or all-inclusive. Other duties of a similar nature or level may be required as assigned, and job assignments may change as the position/internship progresses.**

- Assists library manager or department supervisor in planning and implementing programs as assigned. Provides customer service to children and families, assisting with their information, circulation, computer use, programming, readers' advisory, and other library-related needs.
- Assists patrons with computer applications, Microsoft Office applications, education software available on public computers, and other routine electronic tasks.
- Plans and assists with creative projects such as displays, crafts, decorations, posters, bulletin boards, and publicity.
- Records statistics and services using Microsoft Excel.
- Upholds all CPRL library policies, including the Patron Responsibilities and Conduct statement.
- Supports daily library operations, including organizing and re-shelving materials, accepting fees and fines, assisting with copying and printing, routing materials, and performing primary office duties, including answering telephones.
- Skill in assisting patrons with standard computer applications and techniques.
- Knowledge of basic office principles and skills in performing office support, including collecting cash and making correct changes.
- Aptitude for creative projects such as displays, crafts, decorations, and publicity.
- Ability to maintain regular, predictable, and punctual attendance.

Inquiries about this job posting should be directed to [hr@mycpri.org](mailto:hr@mycpri.org) with subject heading "LAI Temp - CC."

Must have a valid driver's license with an acceptable driving record. Within 60 days of hire, must obtain and show proof of a valid NC Driver's License and must maintain an acceptable driving record while employed.

**A negative drug screen and background check are required.**