



Craven-Pamlico Regional Library (CPRL)
**Invites applications for the position of:
Library Assistant I – Permanent Part-time
20 hours per week
Havelock-Craven County Public Library**

SALARY: \$12.40 per hour

OPENING DATE: 02/20/2024

CLOSING DATE: 03/10/2024

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 LAI - HAVELOCK in subject heading. ****

Library Assistant I-Permanent Part-time

Status: Permanent Part-time (20 hours per week); hourly; without benefits

Hours: 20 hours per week; 2-3 nights and 2 Saturdays a month.

Application Deadline: Open until Filled

Craven-Pamlico Regional Library (CPRL) is seeking a Library Assistant I at the Havelock-Craven County Library. The position is for 20 hours per week with an occasional week up to 28 hours. 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 requires evening and occasional weekend work. This position reports directly to the Havelock-Craven County Library branch manager.

Purpose and Scope

This 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. All equipment and training will be provided by the CPRL.

Minimum Training and Abilities

Customer service experience and technology aptitude is required.

High school diploma or GED and moderate experience in customer service, or equivalent combination of education and experience

Some knowledge of library operations; general knowledge of office terminology, procedures, and equipment; ability to perform library tasks and adhere to prescribed routines; ability to perform routine clerical tasks; ability to operate standard office and computer equipment; ability to operate standard office productivity software such as Microsoft Office, ability to operate various mobile devices such as e-readers, tablets, and smartphones; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and customers

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.

- Provides patrons with customer service and assistance with library resources
- Processes library materials and memberships for patrons; ensures materials are returned in good repair
- Assists patrons with computer applications, Microsoft Office applications, education software available on public computers, and other routine electronic tasks
- Collects money; prepares cash report; reconciles cash drawer; issues receipts and overdue notices
- Plans and assists with creative projects such as displays, crafts, decorations, posters, bulletin boards, and publicity
- Shelves library materials and straightens shelves; assists with maintaining library collections and repairing materials
- Upholds all CPRL library policies, including the Patron Responsibilities and Conduct statement
- Answers patron questions and resolves complaints
- Compiles data, prepares reports, and maintains files
- Assists with oversight of volunteers
- Has 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
- Performs related tasks as required

Inquiries about this job posting should be directed to hr@mycprl.org with subject heading "LAI -HAVELOCK."

A negative drug screen and background check are required.