Craven-Pamlico Regional Library invites application for the position of:
Job Title: Library Assistant II – Youth Services
Department: Havelock
Salary: $14.49/hr. **Part Time:** 20 hours per week
Opening Date: 11/16/2026 **Closing Date:** 11/30/2026

The Havelock-Craven County Public Library, located in beautiful, scenic Eastern North Carolina is seeking an enthusiastic, outgoing, innovative, and creative individual who is passionate about working with all ages, especially children and their caregivers. In this role, you will assist with basic library operations and serve as a planner/programmer for the Young Adult Department at the Havelock-Craven County Public Library. The role of Library Assistant II includes circulation duties, customer service, shelf maintenance, clerical procedures, planning and presenting programs as well as assisting with programs such as Summer Reading and other special events aimed at teen patrons.

Responsibilities:

All duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements indicate the minimum knowledge, skills, and abilities necessary to perform the job proficiently. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Branch Manager, subject to reasonable accommodations

Essential Roles and Responsibilities:

- Greet and assist library patrons in a courteous and professional manner.
- Register new patrons and maintain accurate patron records in accordance with library policy.
- Check library materials in and out; process holds, renewals, and account inquiries.
- Collect fines, fees, and other monies accurately and in accordance with established procedures.
- Assist patrons in locating materials, using the online catalog, and placing requests.
- Provide guidance on use of the library website, public computers, and digital resources, both in person and by telephone.
- Empty outdoor book and media drop boxes as assigned.
- Retrieve, sort, and shelve materials accurately in alphabetical and numerical order.
- Shelf-read and shift collections to maintain order and accessibility.
- Assist with inventory, overdue notifications, and related collection tasks.
- Plan, prepare, and present programs for teens.
- Assist with major initiatives such as the Summer Reading Program.
- Create displays that promote library materials, services, and programs.
- Represent the library at outreach events and promote services to the community, schools, and partner organizations.
- Perform routine clerical tasks including data entry, telephone answering, and call routing.
- Utilize standard office technology and software (e.g., Microsoft Office Suite, email, internet applications, and the integrated library system).
- Maintain effective working relationships with patrons, volunteers, community partners, schools, and coworkers.

Knowledge, Skills, and Abilities:

- Knowledge of circulation policies, patron confidentiality, and library system operations.
- Deliver excellent customer service to diverse audiences.
- Ability to establish and maintain good working relationships with others.
- Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions.
- Ability to exercise tact, good judgment, and initiative.
- Knowledge of word processing and computer applications.
- Ability to promote interest in library services.
- Ability to adapt to workplace change.
- Conform with all safety rules and safely perform work.
- Ability to pay attention to detail, understand, and follow written and oral instructions.
- Arrive to work, meetings, and other work-related functions on time and maintain regular job attendance.
- Ability to work independently within library system policies and procedures with minimal supervision.
- Accurate keyboarding skills, the ability to type by touch and use a computer to manipulate and retrieve data. Knowledge of word processing, computer applications, and computer operations as they apply to the library.

Schedule:

The Havelock-Craven County Public Library is open Monday–Thursday 9:00 am - 7:00 pm, Friday 9:00 am - 6:00 pm, and Saturday 12:00 am - 4:00 pm. This position will include night and weekend shifts at the Havelock County Library. This is a Part Time position working 20 hours per week.

Benefits:

This is a Part Time (24-hour week) position and is eligible for participation in the NC Local Governmental Employees' Retirement System. Eligible employees are automatically enrolled in the retirement system and must contribute 6% of their gross salary each pay period.

Minimum Qualifications:

- High school diploma or equivalent.
- Two years of library, technical, or clerical experience preferred.
- Experience working with children preferred.
- G.S. 143B-1209.12 - Subject to SBI criminal history record check prior to hire.

To Apply:

To be considered for this position, email a cover letter, resume, and CPRL online application to hr@mycprl.org with the subject heading "Havelock - Library Assistant II". All inquiries about this job should also be directed to this email address.