

Craven-Pamlico Regional Library invites application for the position of:
Job Title: Library Assistant I – Regional Substitute (Temp.)
Department: Admin
Salary: \$12.53/hr. **Part Time:** Up to 19 hours
Opening Date: 09/08/2026 **Closing Date:** 09/30/2026



Located in beautiful, scenic Eastern North Carolina, the Craven-Pamlico Regional Library serves the general public, students, military residents, and local businesses. This position seeks to support all CPRL Branch Library locations including Cove City, Havelock, New Bern, Pamlico, and Vanceboro, as needed, to ensure continuation of services. Library Assistant I's provide customer service that connects library customers to information, resources, and services by shelving and organizing library materials. CPRL is seeking a dynamic individual with the ability to work effectively in a team-oriented environment; the ability to work well with diverse patrons and have strong customer service skills; and the ability to use a variety of technologies including computers, cash register, copier, eReaders, etc.

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:

- Acknowledge each library patron with a pleasant greeting.
- Promote the library's collection and services in a friendly and helpful manner.
- Register new patrons for library accounts and updates patron records according to library policy.
- Assist patrons in locating materials, using the library's online catalog, and requesting materials.
- Efficiently checks collection materials in and out for patrons, collects fines and fees, and addresses minor account issues.
- Empty the outdoor book & media drop box on a regular basis as assigned.
- Ability to get along well and maintain effective working relationships with community groups, schools, volunteers, the public and other employees and respond in a timely, respectful, and responsive manner.
- Accurately retrieve, sort, and shelve materials (sorting and filing in alphabetical and numerical order), shelf-reads, and shifts collections as needed.
- Perform specialized and routine clerical tasks such as data entry, answering the telephone, and directing calls.
- Proficient at utilizing current technology and office management software applications, i.e., Microsoft Office Suite, internet navigation, email, etc.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to deal tactfully and courteously with the general public.
- Skill in data entry, typing, and operating general office equipment.
- Ability to follow established procedures and perform work requiring attention to detail and accuracy.
- Ability to maintain effective working relationships with the general public, supervisors, team members, community groups, schools, and volunteers.
- Proficiency in current technology and office management software applications, including Microsoft Office Suite, internet navigation, email, and social media.
- Ability to respond to patrons and colleagues in a timely, respectful, and responsive manner.

Schedule:

On call position, including evenings and weekend (on occasion), or rotating work schedules. This is a flexible substitute position working a maximum of up to 19 hours per week.

Benefits:

This is a temporary position with no paid benefits.

Minimum Qualifications:

- High School Diploma or GED or have an equivalent combination or experience and training.
- Ability to work independently within library system policies and procedures with minimal supervision.
- Knowledge of computer operations as they apply to the library.
- Effective oral and written communication skills.
- Excellent computer skills are required.
- Experience in library work or a working knowledge of library science is desirable.
- Must pass background check.

To Apply:

To be considered for this position, email a cover letter, resume, and CPRL online application to hr@mycpri.org with the subject heading "CPRL LA I - Regional Substitute" as the subject heading. Inquiries about this job posting should be directed to this email address as well.