

Craven-Pamlico Regional Library Invites application for the position of:
Job Title: Library Assistant III – Kellenberger Room
Department: New Bern-Craven County Public Library
Salary Range: Beginning at \$34,075.00
Opening Date: 03/18/2026 **Closing Date:** Until Filled



Located in beautiful, scenic Eastern North Carolina, the New Bern-Craven County Library serves the general public, public schools, military residents, and local businesses. Inside the library is the local Kellenberger Room, one of the state's most prominent local history and genealogy collections. Under the supervision of the Local History Specialist, the LA III – Kellenberger Room is responsible for providing and promoting local history and genealogy resources and services to persons of all ages, with a focus on adults, taking a lead role in a variety of duties, including recommending and implementing new and innovative local history and genealogical services and resources, leading the maintenance and development of the local history archives, and the development, planning and implementing of general and specialized programming for and about genealogy and local history.

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:

- Provide courteous assistance to all ages in the Kellenberger Room and the Adult Services Reference Desk in person, by phone, virtually, and via email.
- Digitize or otherwise reformat archival materials according to project standards (audio, video, photographic, text).
- Copy or scan requested materials on demand. Retrieve requested items or collections from Local History stacks; re-file or re-shelve following use.
- Assist patrons with locating materials in the Kellenberger collection during open research hours and by appointment.
- Aid with reference requests in person, by telephone, or by email.
- Monitor patron access to archival materials to ensure adherence to policies for security and preservation of materials.
- Assist in collection shifting to make space for new acquisitions or other reorganization needs.
- Assist in the transfer of new accessions from outside the library to the local history work areas.
- Assist with outreach activities and in-house programming events as assigned.
- Assist in the creation of local history displays.

- Attend relevant seminars, conferences, and workshops and reads professional publications to keep current on the latest methods and techniques in libraries and archives.
- Create social media promotions of services and resources of the Kellenberger Room.
- Create and present innovative programs that bring new audiences to the Kellenberger Room and Library.
- May perform various duties of the Local History Specialist, filling in the individual's absence following well-defined policies and procedures.
- Work is performed under the direction of the Branch Manager and Kellenberger Room Supervisor.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Experience or extensive coursework in archival, preservation, and genealogical research tools and techniques.
- Experience working in a public library setting.
- Advanced computer skills using Microsoft Office, GSuite, the internet, and email.
- Must be experienced and comfortable working independently and in a team environment.
- Must have advanced experience with a variety of social media and digital formats, along with devices used by customers, such as iPads, tablets, eReaders, smart phones, and other electronic devices.
- Experience working with a wide variety of professional reference, research, and reader's advisory tools, publications, and resources.
- Knowledge of current reference resources, research strategies, and trends in public library services and programming.
- Ability to exhibit tact and diplomacy when engaging with patrons and coworkers.

Schedule:

The Kellenberger Room, located in the New Bern- Craven County Public Library, is open Monday–Thursday, 9:00 am to 8:00 pm and Friday–Saturday, 9:00 am to 6:00 pm. This position will include some nights and weekends.

Benefits:

This is a non-exempt position, full-time (40-hour week) with benefits, including paid medical, dental, and vision. The position is eligible for the NC Local Governmental Employees' Retirement System and paid sick, vacation, and holiday leave.

Minimum Qualifications:

- A Bachelor's Degree in History or a related field is required.

- At least one year of experience in archival, preservation, and genealogical research tools and techniques is preferred.
- Must pass a background check.
- Must have a valid driver's license with an acceptable driving record and maintain a good driving record while employed.

To Apply:

To be considered for this position, you must attach a cover letter and resume to your CPRL online application and email to hr@mycprl.org with "Kellenberger" in the subject heading. All inquiries about this job should also be directed to this email address.