



Craven-Pamlico Regional Library
invites applications for the position of:

Library Assistant I
Permanent, Part-Time
Cove City-Craven County Public Library

SALARY: \$11.27/hr
OPENING DATE: 01/4/22
CLOSING DATE: until filled

****To be considered for this position you must attach a cover letter, resume and your CPRL online application and send electronically via email to hr@mycpri.org with CC - LAI in subject heading, via fax (252-638- 7817), or in person at the Cove City – Craven County Library Circulation desk.**

Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; ability to work well with a diverse public and have strong customer service skills; ability to use a variety of technologies including computers, cash register, copier, eReaders, etc.; accuracy and attention to detail with a high level of productivity are required.

Duties:

- Acknowledges each library patron with a pleasant greeting;
- Promotes the library's collection and services in a friendly and helpful manner;
- Performs tasks at the circulation desk, including checking library books in and out, registering patrons for a borrower's card, collecting fines and maintaining library records
- Provides reader's advisory and reference services, utilizing the library's print and digital collections;
- Assists patrons in locating materials, using the library's on-line catalog, and requesting materials.
- Assist in delivery of programs;
- Assists patrons with online catalog, placing holds, interactive multi-media CD's, internet,
- checking in and out audio-visual equipment; explains rules about length of check-outs.
- Performs clerical support duties such as typing, data entry and answering the telephone.
- Inventories shelves for overdue books; prepares and mails overdue notices; contacts patrons by telephone to inform them of overdue books.
- Accurately retrieves, sorts, and shelves materials, shelf-reads, and shifts collections as needed.
- Proficient at utilizing current technology and office management software applications, i.e., Microsoft Office Suite, internet navigation, email, etc. and social media, understand the difference between website and app. Guide patrons using library website, account, or catalog in the library or over the phone.
- Assists in the processing of library materials.
- Creates displays to boost circulation and draw awareness to programs
- Promotes the library's collection, services, and programs in a friendly and helpful manner in the library and through outreach events.
- Performs limited or routine reference tasks such as instructing readers in the use of
- reference tools and answering routine reference questions and requests.
- Accurately collects fines, fees, and other library monies.
- Performs other duties as assigned.

Library Assistant I
Permanent, Part-Time
Cove City-Craven County Public Library (cont.)

Knowledge skills and abilities:

- Ability to deal tactfully and courteously with the general public.
- Some knowledge of books, magazines and related materials available to the public.
- Some knowledge of library routines and procedures.
- Some knowledge of the card catalog, the library's filing system, and various types of informational materials.
- Some Skill in data entry, typing and operating general office equipment.
- Ability to follow established procedures and to perform work requiring some detail.
- Ability to maintain effective working relationships with the general public as well as supervisor and team member.
- Must pass a background check.

Work Schedule:

Rotating schedule of approximately 20 hours per week, including an occasional weekend day or evening for library events.

Qualifications:

High School Diploma or GED or have an equivalent combination of experience and training; ability to work independently within library system policies and procedures with minimal supervision; effective oral and written communication skills. Excellent computer skills required. Willing to train on library technology.

Additional Preferred Skills

- Knowledge of Integrated Library Systems software.
- Ability to communicate in more than one language.

Benefits: Position is eligible for the NC Local Governmental Employees' Retirement System.

**Must have access to transportation and maintain a valid N.C. Driver's License

**Inquiries about this job posting should be directed to julie.cox@mycprl.org