



Craven-Pamlico Regional Library invites applications for the position of:
Library Assistant II - Reference Dept.
Permanent, Part-Time
New Bern-Craven County Public Library

SALARY: \$ 12.63/hour

OPENING DATE: 05/16/22

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@cpcl.org with "NB Ref – LAI" in subject heading, via fax (252-638- 7817), or in person at the New-Bern 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;
- 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.
- Proficient at utilizing current technology and office management software applications, i.e., tablets, eReaders, Microsoft Office Suite, internet navigation, email, etc.;
- Working knowledge of on-line databases;
- Assist in the creation and delivery of programs;
- Assists in promoting and marketing library programs by creating and distributing flyers and materials pertaining to programs;
- Prepares program reports and data entry;
- Performs collection maintenance activities such as sorting, shelving, shelf-reading, weeding, resolving and reconciling minor collection issues, etc.;
- Performs community outreach to promote public participation and use of library services;
- Develops and maintains effective working relationships with the public and community;
- Ensures the enforcement of the library's policies;
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Work Schedule:

Rotating schedule of approximately 24 hours per week, including:

- At least one 8-hour shift per week
- 2-3 nights per week
- 1 weekend (Saturday & Sunday) in a monthly rotation

Qualifications:

Graduation from a two-year college or technical school and 1-2 years of experience in library work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Excellent computer skills required.

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.

Employment is contingent upon successful completion of criminal background.

**Inquiries about this job posting should be directed to mycprl kat.clowers@mycprl.org.