



Library Assistant II -Outreach/Bookmobile

Permanent, full-time with benefits including paid medical, dental, and life insurance; retirement and 401(k) plans; and paid sick, vacation, and holiday leave.

SALARY: \$ 14.20/hour

OPENING DATE: 9-22-2025

CLOSING DATE: Until Filled

****To be considered for this position, you must submit a cover letter and resume via email to hr@mycprl.org with OUTREACH- LAII in the subject heading.**

CPRL is seeking a dynamic individual who can thrive in a team-oriented environment. Responsibilities range from routine clerical and customer-service activities to program implementation requiring creativity and strong organizational skills. . Proficiency in a variety of technologies, including computers, cash registers, copiers, and eReaders, is essential. Accuracy and attention to detail, along with a high level of productivity, are required. Key responsibilities include physical tasks such as pushing book carts, operating lifts, and loading and unloading book crates for community events. A clean driving record is necessary.

Duties:

- Ability to drive the bookmobile, monitor the performance of the vehicle, and arrange for needed maintenance, ensuring a safe environment for patrons and staff.
- Drive the bookmobile to designated locations, ensuring timely and safe transportation of library materials.
- Develops and implements library outreach services to residents of Craven and Pamlico County by identifying community partners, underserved populations, and locations for regularly scheduled visits and pop-up events, in cooperation with the member libraries of the Federated System.
- Assists in preparing displays and producing promotional materials.
- Provides basic reference assistance for library customers of all ages.
- Advises customers concerning the choice of books or materials for themselves or their children.
- Maintains customer confidentiality, especially in regard to library materials and borrowing history.
- Develops and implements library outreach services to residents of Craven and Pamlico County by identifying community partners, underserved populations, and locations for regularly scheduled visits and pop-up events, in cooperation with the member libraries of the Federated System.
- Selects and orders books and other materials for the outreach program and loads all needed materials for stops on the bookmobile.
- Communicate with library users, coworkers, other agencies, and vendors to explain policies, and obtain or give information.
- Develop and implement activities appropriate to the audience (children, teens, adults, seniors); delivers programming in the library, in schools, and at other off-site locations.
- Assists patrons in the use of library computers, including internet navigation, the use of software programs, and the use of the library's digital resources.
- Assists with home delivery services and serves as the primary contact for homebound clients.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Attends meetings and training seminars as required.
- Performs other duties as assigned.

Work Schedule: 40 hours per week and 2 Saturdays a month. Daily or weekly hours and start/end times can change based on business needs, personnel needs, or specific events.

Qualifications: This position requires a high school diploma or its equivalent, a Bachelor's Degree preferred, a valid driver's license and a clean driving record, the ability to carry up to fifty pounds, and passing a Criminal Background Check.

Additional Preferred Skills: Ability to communicate in more than one language.

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