



Craven-Pamlico Regional Library

Invites application for the position of:

Library Assistant III – Reference/Kellenberger Room

New Bern-Craven County Public Library Full-time (40 Hour)/Non-Exempt position

Salary: \$33,083.00

Date: 6/13/2025

Closing Date: Until Filled



To be considered for this position you must attach a cover letter and resume to your CPRL online application and email to hr@mycpirl.org with “Kellenberger” in subject heading.

Located in beautiful, scenic Eastern North Carolina, the New Bern -Craven County Library serves the general public, the local public school, military residents, and local businesses. Inside the library is the Kellenberger Room, one of the state's most prominent local history and genealogy collections.

Position Summary: Under the supervision of the Local History Specialist, the LAIII – 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 Kellenberger Room collection and local history archives, and the development, planning and implementing of general and specialized programming for genealogy and local history.

EXAMPLES OF DUTIES:

- Provides courteous assistance to all ages in the adult reference and Kellenberger in person, by phone, virtually, and via email.
- Digitizes or otherwise re-formats archival materials according to project standards (audio, video, photographic, text).
- Copies or scans requested materials on demand. Retrieves requested items or collections from Local History stacks; re-files or re-shelves following use.
- Catalogs archival materials or updates catalog records as needed.
- Assists patrons needing assistance in locating Local History materials in the Local History Room during open research hours and by appointment. Aids with reference requests in person, by telephone or email.
- Monitors patron access to archival materials to ensure adherence to policies for security and preservation of materials. Ensures security of facilities at end of business day.
- Assists in collection shifting to make space for new accessions or other reorganization needs. Assists in transfer of new accessions from outside the library to the Local History work areas.
- Assists with outreach activities and events as needed.
- Assists in creation of Local History displays.
- Attends relevant seminars, conferences, and workshops and reads professional publications to keep current on the latest methods and techniques in libraries and archives.
- May collaborate on or supervise the work of library clerks and pages, graduate student interns, or Creates social media promotions of services and resources of Adult Services and the Kellenberger room.
- Creates and presents innovative programs that bring new audiences to the Kellenbeger Room and Library in general.
- 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.

KNOWLEDGE AND SKILLS: ABILITY TO:

- Experience or extensive coursework in archival, preservation, and genealogical research.
- Tools and techniques and genealogy are preferred.
- Experience working in a public library setting is preferred.
- Advanced computer skills using Microsoft Office, Canva, internet and email.
- Must be experienced and comfortable working alone and in a team environment
- Must have an advanced facility with various social media and digital formats along with customer devices, like iPads, tablets, eReaders, smartphones, and Microfilm Readers.
- Experience working with various professional references, research, reader advisory tools, publications, and resources.
- Knowledge of current reference/research trends in public library resources, services, and programming.
- Ability to perform appropriately when confronted with persons acting under stress and exhibit tact and diplomacy when managing others.
- Promote a positive work culture that acknowledges and accepts differences and diverse viewpoints and is courteous verbally and in writing; listen and respond appropriately to needs and concerns.
- Work with confidential and sensitive information.

QUALIFICATIONS:

A Bachelor's Degree is required. A degree in History or Museum Science is preferred. At least one year of experience in archival, preservation, and genealogical research tools and techniques, and genealogy required.

Benefits Includes holiday pay, sick and vacation leave. Health, dental and vision insurance provided. Position is eligible for the NC Local Governmental Employees' Retirement System.

Must have a valid driver's license with an acceptable driving record. Within 60 days of hire, must obtain and show proof of a valid NC Driver's License and must maintain an acceptable driving record while employed.

A negative drug screen and background check are required.

Inquiries about this job posting should be directed to hr@mycprl.org with subject heading "Kellenberger."