



# Craven-Pamlico Regional Library

Invites application for the position of:

## Library Assistant I Permanent


Part-Time New Bern-Craven County Public Library

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**Salary: \$12.50/hr**

**Date: 9/28/24**

**Closing Date: until filled**

 To be considered for this position you must submit a cover letter and resume via email to [hr@mycprl.org](mailto:hr@mycprl.org) with NB- LAI in subject heading, via fax (252-638-7817), or in deliver 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 or be trained in 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.
- 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.
- Guide patrons using library website, account, or catalog in the library or over the phone.
- 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.
- Accurately collects fines, fees, and other library monies.
- Performs other duties as assigned.

### Knowledge skills and abilities:

- Ability to deal tactfully and courteously with the general public.
- 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:

Schedule is up to 19 hours per week as needed during open hours of M-TH 10-6, Friday 10-2 and occasional Saturday for special 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.

\*\*Inquiries about this job posting should be directed to [kat.clowers@mycprl.org](mailto:kat.clowers@mycprl.org)