



# Craven-Pamlico Regional Library

Invites application for the position of:

## Library Assistant I Permanent


Part-Time Havelock-Craven County Public Library

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**Salary: \$12.50/hr**

**Date: 7/14/25**

**Closing Date: until filled**

 To be considered for this position you must submit a cover letter and resume via email to [hr@mycpri.org](mailto:hr@mycpri.org) with HV- LAI in subject heading, or deliver in person at the Havelock-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. Previous applicants need not reapply.

### Duties:

- Acknowledges each library patron with a pleasant greeting.
- Promotes the library's collection and services in a friendly and helpful manner.
- Performs standard circulation tasks such as checking library materials (books, A/V, electronic equipment, etc.) 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 assisting with material requests.
- Assists patrons with online catalog, placing holds, and internet access.
- Explains library policies regarding material check-outs, fines and fees, etc.
- Performs clerical support duties such as typing, data entry and answering the telephone.
- Inventories shelves for overdue books; prepare and mail overdue notices; contact patrons by telephone to inform them of holds, damaged items, and overdue books.
- Accurately retrieves, sorts, shelves materials, shelf-reads, and shifts collections as needed.
- Guides patrons using library website, account, or catalog in the library and 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 perform work requiring attention to detail.
- Ability to maintain effective working relationships with the general public, as well as supervisor and team members.
- Must pass a background check.

### Work Schedule:

Schedule is up to 19 hours per week as needed during open hours of Monday-Thursday 9:00 am-7:00 pm, Friday 9:00 am-6:00 pm, and rotating Saturdays 12:00 pm-4:00 pm.

**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 [hr@mycpri.org](mailto:hr@mycpri.org)**