



Craven-Pamlico Regional Library
invites applications for the position of:

**Library Page Part-time
(not to exceed 19 hours per week)
New Bern-Craven County
Library**

SALARY: \$ 8.00
OPENING DATE: 07/26/24
CLOSING DATE: Until filled
POSITION OVERVIEW:

****To be considered for this position you must attach a cover letter with resume or a CPRL online application and email to hr@cpctl.org with NB - PAGE in subject heading, or via fax (252-638-7817), or in person at the New-Bern Craven County Library Circulation desk.**

GENERAL WORK FUNCTIONS

This position works in the New Bern-Craven County Library providing customer service that connects library customers to information, resources, and services by shelving and organizing library materials.

EXAMPLES OF DUTIES: The following are standard expectations for this job, but they are not exclusive or all-inclusive.

- Sort and shelve books and materials according to the Dewey Decimal System.
- Check shelves for correct arrangement of books.
- Empty book drop as needed.
- Clear tables of books and magazines.
- Place new periodicals in display racks.
- Review books and materials for damage or wear and tear, noting discovered damage.
- Use and maintain various library equipment.
- Assist patrons with finding materials.
- Promote high quality customer service in support tasks, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Visual discrimination and the ability to read spine labels.
- Ability to sort and file alphabetically and numerically.
- Ability to follow simple oral and written instructions.
- Ability to perform light physical tasks.
- Positive attitude towards public service work.
- Self-motivated.
- Must be able to stand for extensive periods of time during the workday.
- Must be able to lift 40 pounds; push and pull book carts; frequently stoop and reach.
- Demonstrated a commitment to equity, diversity, and inclusion.

Benefits: none.

MINIMUM TRAINING AND EXPERIENCE

Must be 16 years of age or older to apply. Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions. A negative drug screen and background check are required.

****Inquiries about this job posting should be directed to HR@MyCPRL.org**