

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

Job Title: Library Page

Department: New Bern

Salary: \$10.48/hr.

Part Time: Up to 19 hours

Opening Date: 09/08/2026

Closing Date: 09/30/2026



Located in beautiful, scenic Eastern North Carolina, the New Bern-Craven County Public Library serves the general public, students, military residents, and local businesses. This position provides customer service that connects library customers to information, resources, and services by shelving and organizing library materials.

Responsibilities:

All duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements indicate the minimum knowledge, skills, and abilities necessary to perform the job proficiently. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as requested by the Branch Manager or Department Head, subject to reasonable accommodations.

Essential Roles and Responsibilities:

- Sort and shelf books and materials according to the Dewey Decimal System, both alphabetically and numerically.
- Keep shelves organized and accurate, adjusting the collection as necessary.
- Retrieve materials from book drop locations.
- Maintain the appearance of public areas within the library.
- Clear tables of books, magazines, and debris.
- Place new periodicals in display racks.
- Inspect books for damage or wear and tear and follow notation procedure.
- Box and unbox library materials, and assist library members with book donations.
- Use and maintain various library equipment as designated by supervisor.
- Assist patrons with finding materials and using self-checkout.
- Promote high quality customer service in all assigned tasks.

Knowledge, Skills, and Abilities:

- Ability to visually discriminate and read spine labels.
- Ability to sort and file items in alphabetical and numerical order.
- Ability to follow simple oral and written instructions.
- Ability to perform light physical tasks.
- Positive attitude towards work in public service.
- Self-motivated and proactive.
- Must be able to stand for extended periods during the workday.
- Must be able to lift up to 40 pounds, push and pull book carts, and frequently stoop and reach.

Schedule:

On call position, including evenings and weekends, or rotating work schedules.

Benefits:

There are no paid benefits for this position.

Minimum Qualifications:

- Must be 16 years of age or older to apply and meet state requirements to work during the school year.
- Graduation from or enrollment in high school program.
- Demonstrated ability to perform essential job functions.
- Applicants 18 years and older must pass a background check.

To Apply:

To be considered for this position, email a cover letter, resume, and CPRL online application to hr@mycpri.org with the subject heading "New Bern - Page" as the subject heading. Inquiries about this job posting should be directed to this email address as well.