

Craven-Pamlico Regional Library Invites application for the position of:  
**Job Title:** Library Assistant II – Youth Services  
**Department:** New Bern-Craven County Library  
**Salary:** \$29,550 w/ benefits  
**Opening Date:** 03/06/2026      **Closing Date:** Until Filled



The Craven-Pamlico Regional Library is seeking an enthusiastic, outgoing, innovative, and creative individual who is passionate about working with all ages, especially children and their caregivers. In this role, you will assist with basic library operations and serve as a planner/programmer for the Youth Services at the New Bern – Craven County Public Library. Library Assistant II's are responsible for circulation duties, customer service, shelf maintenance, clerical procedures, planning and presenting programs as well as assisting the Youth Services Team on programs like Summer Reading, Bedtime Story Times and other special events aimed at younger patrons.

**Possible Duties:**

- Perform circulation functions and answer patron questions for general information about the library and its services.
- Check items in and out, and places holds on materials.
- Shelf books and other library materials.
- Explains library policy and enforces the code of conduct.
- Assists with planning, staffing, and presenting programs.
- Conduct engaging, educational, and innovative programming for children and teens from birth to age 17.
- Design marketing materials for programming.
- Answer informational and reference questions from patrons using print and electronic resources.
- Assist and instruct customers in the use of print and online materials and technology.
- Provide reader advisory services for all age groups; aid customers in selecting books, periodicals, media, and other materials.
- Assist patrons in using the library and in using their personal technology to access library services.
- Perform opening or closing tasks.
- Track and report relevant statistics.

**Responsibilities, Skills & Abilities:**

- Deliver excellent customer service to diverse audiences;
- Ability to establish and maintain good working relationships with others;
- Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions.
- Ability to exercise tact, good judgment, and initiative;
- Knowledge of word processing and computer applications;
- Ability to promote interest in library services and programs;
- Ability to plan and provide community-oriented library programs;

- Ability to adapt to workplace change;
- Conforms with all safety rules and safely performs work;
- Build community confidence in the library through positive professional actions. Maintains effective work relationships.
- Ability to pay attention to detail. Good ability to understand and follow written and oral instructions.
- Arrives to work, meetings and other work-related functions on time and maintains regular job attendance.
- Ability to work independently within library system policies and procedures with minimal supervision.
- Accurate keyboarding skills, the ability to type by touch and use a computer to manipulate and retrieve data. Knowledge of computer operations as they apply to the library.

**Schedule:**

The New Bern – Craven County Public Library is open Monday–Thursday 9:00 am to 8:00 pm and Fridays-Saturdays 9:00 am to 6:00 pm. Will include some nights and weekends.

**Benefits:**

This position is a non-exempt, full-time (40 hour week) with benefits including paid medical, dental, and visual insurance; eligible for the NC Local Governmental Employees’ Retirement System; and paid sick, vacation, and holiday leave.

**Working Conditions:**

- Work is typically performed in a busy library setting;
- May require extended periods of standing
- May require a considerable amount of movement and lifting.

**Minimum Qualifications:**

- High School diploma or equivalent
- Two years of previous library, technical, and clerical experience preferred.
- Experience working with children
- Must pass background check and NC Child Abuse History clearance.

**To Apply:**

To be considered for this position, email a cover letter, resume and CPRL online application to [hr@mycprl.org](mailto:hr@mycprl.org) with the subject heading “NB – LAII – Youth Services”. All inquiries about this job should also be directed to this email address.