Craven-Pamlico Regional Library Invites application for the position of:
Job Title: Library Assistant II
Department: Pamlico
Salary: $14.49/hr. w/ benefits **Full Time:** 40 hr. per week
Opening Date: 11/03/2026 **Closing Date:** 11/24/2026

The Pamlico County Public Library, located in beautiful scenic Eastern North Carolina within a 25-minute drive of New Bern, NC, is seeking an enthusiastic, outgoing, innovative, and creative individual who is passionate about working with library users of all ages. In this role, you will assist with basic library operations, specialize in circulation function and special projects, and serve as a backup for the Children's Department at the Pamlico County Public Library. The role of a Library Assistant II includes circulation duties, customer service, shelf maintenance, clerical procedures, and assisting the Youth Services Department with special events and programs such as our annual Summer Reading Program.

Responsibilities:
All duties listed below are essential job functions for which reasonable accommodation 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, subject to reasonable accommodation.

Essential Roles and Responsibilities:

- Perform circulation desk operations: check materials in and out, register patrons, update patron accounts, issue library cards, and manage holds, renewals and reserves.
- Track and report circulation and other relevant statistics; alert the Branch Manager to trends or problems.
- Maintain circulation accuracy through shelving, shelf-reading, inventory, and shifting of collections.
- Answer patron questions about the library and its services, and answer informational and reference questions using print and electronic resources.
- Manage overdue and collection processes: run and review overdue reports, send notices, and contact patrons regarding overdue, damaged, and lost materials.
- 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.
- Maintain the library collection by weeding outdated materials, marketing, and merchandising library resources.
- 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.
- Address the needs of library patrons and assist with resolving complex customer issues.

- Assists with storytimes, crafts, STEAM activities, special events, seasonal programs, outreach activities, and other programming for children, teens, and families.
- Prepares program materials, organizes program spaces, assists with setup and cleanup, and helps maintain supplies used for children & teen programming.
- Interacts positively and appropriately with children, teens, parents, caregivers, schools, community organizations, and other library partners.
- Assists the Librarian and Children's Librarian with programs, outreach, displays, special projects, community events, and other ongoing or special library initiatives.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of circulation policies, patron confidentiality, and library system operations.
- 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.
- Ability to adapt to workplace change.
- Conform with all safety rules and safely perform work.
- Ability to pay attention to detail, understand, and follow written and oral instructions.
- Arrive to work, meetings, and other work-related functions on time and maintain 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 word processing, computer applications, and computer operations as they apply to the library.

Schedule:

The Pamlico County Public Library is open Monday–Thursday 9:00 am - 6:00 pm, Friday 9:00 am - 7:00 pm, and Saturday 10:00 am - 2:00 pm. This position will include night and weekend shifts at the Pamlico County Library and the Marybelle Hollowell Annex.

Benefits:

This is a full-time position with benefits including paid medical, dental, and vision, sick leave, vacation leave, and holiday pay. The position is also eligible for participation in the NC Local Governmental Employees' Retirement System. Eligible employees are automatically enrolled in the retirement system and must contribute 6% of their gross salary each pay period.

Minimum Qualifications:

- High School diploma or equivalent.
- Two years of previous library, technical, and clerical experience preferred.
- Experience working with children.
- Must be able to work a flexible schedule, including evenings and weekends.
- Must be proficient in Microsoft Office suite, with the ability to learn and use new technologies.
- Must have a valid driver's license with an acceptable driving record and maintain a good driving record while employed.
- *G.S. 143B-1209.12 - Subject to SBI criminal history record check prior to hire.*

To Apply:

To be considered for this position, email a cover letter, resume and CPRL application to hr@mycprl.org with the subject heading "Pamlico – Library Assistant II". All inquiries about this job should also be directed to this email address.