



Library Page

SALARY: \$10.28
OPENING DATE: 9/30/25
CLOSING DATE: until filled

POSITION OVERVIEW:

****To be considered for this position you must attach a cover letter and resume and send both documents electronically via email to hr@mycpri.org with NB - PAGE in subject heading. Applicants may submit a CPRL Application, but the CPRL application is not accepted in place of a resume.**

GENERAL WORK FUNCTIONS

This position is located at the New Bern-Craven County Library, where the incumbent provides customer service that connects library customers to information, resources, and services by shelving and organizing library materials.

EXAMPLES OF DUTIES:

- Sort and shelf books and materials according to the Dewey Decimal System, both alphabetically and numerically.
- Check in library materials using the library's automated computer as necessary.
- 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.
- Participate in programming for all ages under supervision of program leads..
- 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.

•MINIMUM TRAINING AND EXPERIENCE

Minimum: 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. Meet state requirements to work during the school year. A negative drug screen and background check are required.