



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

Library Assistant I - Substitute

SALARY: \$12.28
OPENING DATE: 10/02/25
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 "Vanceboro - Substitute" in the 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 Vanceboro-Craven County Library, where the incumbent provides customer service that connects library customers to information, resources, and services by shelving and organizing library materials. Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; ability to work well with diverse patrons and have strong customer service skills/ ability to use a variety of technologies including computers, cash register, copier, eReaders, etc.;

Duties:

- Acknowledge each library patron with a pleasant greeting;
- Promotes the library's collection and services in a friendly and helpful manner;
- Registers new patrons for library accounts and updates patron records according to library policy;
- Assists patrons in locating materials, using the library's online catalog, and requesting materials;
- Efficiently checks collection materials in and out for patrons, collects fines and fees, and addresses minor account issues;
- Empties the outdoor book & media drop box on a regular basis as assigned;
- Ability to get along well and maintain effective working relationships with community groups, schools, volunteers, the public and other employees and respond in a timely, respectful, and responsive manner;
- Accurately retrieves, sorts, and shelves materials (sorting and filing in alphabetical and numerical order), shelf-reads, and shifts collections as needed;
- Performs specialized and routine clerical tasks such as data entry, answering the telephone, and directing calls;
- Proficient at utilizing current technology and office management software applications, i.e., Microsoft Office Suite, internet navigation, email, etc.
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Work Schedule: On call positions, including evenings and weekend, or rotating work schedules.

Qualifications:

High School Diploma or GED or have an equivalent combination or experience and training; ability to work independently within library system policies and procedures with minimal supervision; knowledge of computer operations as they apply to the library; effective oral and written communication skills. Excellent computer skills required. A negative drug screen and background check are required.

Additional Preferred Skills:

Experience in library work or a working knowledge of library science is desirable.