

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

Job Title: Library Assistant I - Temporary

Department: Pamlico County Public Library

Salary: \$12.94/hour **Part Time:** Up to 19 hours

Opening Date: 04/2/2026 **Closing Date:** until filled



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 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 Children's Department at the Pamlico 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 Children's Department Team on programs like Summer Reading, Bedtime Story Times, and other special events aimed at younger patrons. This temporary position is flexible with no regular schedule, working up to 19 hours a week

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, subject to reasonable accommodations

Possible Duties:

- Acknowledge each library patron with a pleasant greeting.
- Promote the library's collection and services in a friendly and helpful manner.
- Register new patrons for library accounts and update patron records according to library policy.
- Assist patrons in locating materials, using the library's online catalog, and requesting materials.
- Efficiently check collection materials in and out for patrons, collect fines and fees, and address minor account issues.
- Empty the outdoor book & media drop box regularly as assigned.
- Ability to maintain effective working relationships with community groups, schools, volunteers, the public, and other employees and respond in a timely, respectful, and responsive manner.
- Accurately retrieve, sort, and shelve materials (sorting and filing in alphabetical and numerical order), shelf-read, and shift collections as needed.
- Perform specialized and routine clerical tasks such as data entry, answering the telephone, and directing calls.
- Guide patrons using the library website, account, or catalog in the library and over the phone.
- Create displays to boost circulation and draw awareness to programs.
- Promote the library's collection, services, and programs in a friendly and helpful manner in the library and through outreach events.

- Accurately collect fines, fees, and other library monies.
- Inventory shelves for overdue books; mail overdue notices; contact patrons by telephone to inform them of holds, damaged items, and overdue books.
- Proficient at utilizing current technology and office management software applications, i.e., Microsoft Office Suite, internet navigation, email, etc.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to deal tactfully and courteously with the general public.
- Skill in data entry, typing, and operating general office equipment.
- Ability to follow established procedures and perform work requiring attention to detail.
- Ability to maintain effective working relationships with the general public, as well as supervisor and team members.

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. This is a flex position working a maximum of up to 19 hours.

Benefits:

There are no paid benefits for this position.

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
- Must have a valid driver’s license with an acceptable driving record and maintain a good driving record while employed.

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 “Pamlico - Library Assistant I - Temporary”. All inquiries about this job should also be directed to this email address.