

**Library Assistant II**  
**Permanent, Full-Time Circulation Assistant**  
**New Bern-Craven County Public Library**

Seeking a dynamic individual with the ability to work effectively in a team-oriented environment; ability to work well with a diverse public and have strong customer service skills; ability to use a variety of technologies including computers, cash register, copier, eReaders, etc.; accuracy and attention to detail with a high level of productivity are required.

**Duties:**

- Acknowledges 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.
- Provides reader's advisory and instructs patrons on the availability and use of library eResources;
- 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.
- Accurately retrieves, sorts, and shelves materials, shelf-reads, and shifts collections as needed.
- Performs collection maintenance activities such as minor repairs to materials, weeding, identify and reconcile collection issues, etc.;
- Performs specialized and routine clerical tasks such as data entry, answering the telephone, and directing calls.
- Manages special projects related to the function of the circulation department.
- Performs community outreach to promote public participation and use of library services;
- Develops and maintains effective working relationships with the public and community;
- Ensures the enforcement of the library's policies;
- 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:**

Schedule of 40 hours per week, including:

- 1-2 nights per week
- 1 weekend (Saturday & Sunday) in a three-week rotation

**Qualifications:**

Graduation from a two year college or technical school and 1-2 years of experience in library work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Excellent computer skills required.

**Additional Preferred Skills**

Knowledge of Integrated Library Systems software.  
Ability to communicate in more than one language.

**Salary & Benefits:**

\$10.89 Includes holiday pay. Sick and vacation leave accrual after a 4 month probationary period. Position is eligible for health insurance and the NC Local Governmental Employees' Retirement System.

**To apply:**

Please submit a completed application and cover letter to the Head Librarian.