

Library Assistant II
Permanent, Part-Time Reference 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;
- Provides reader's advisory, reference services, and instruction to customers via print, media, and computer resources and library databases;
- Assists patrons in locating materials, using the library's online catalog, and requesting materials.
- Maintains working knowledge of latest trends in technology; assists and trains customers in technology;
- Proficient at utilizing current technology and office management software applications, i.e., tablets, eReaders, Microsoft Office Suite, internet navigation, email, etc.;
- Working knowledge of online databases;
- Assist in the creation and delivery of programs;
- Promotes and markets the library's program by creating and distributing flyers and materials pertaining to programs;
- Prepares program reports and data entry;
- Performs collection maintenance activities such as sorting, shelving, shelf-reading, weeding, resolve and reconcile minor collection issues, etc.;
- 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;
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Work Schedule:

Rotating schedule of approximately 24 hours per week, including;

- At least one 8 hour shift
- 2-3 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 the NC Local Governmental Employees' Retirement System.

To apply:

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