

Library Assistant I
Permanent, Part-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;
- 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;
- 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:

Rotating schedule of 20 hours per week, including:

- At least one 8 hour shift per week; other shifts (morning, afternoon, or night) will be 4 hours
- 2-3 nights per week
- 1 weekend (Saturday & Sunday) in a three-week rotation

Qualifications:

High School Diploma or GED or have an equivalent combination of experience and training; an additional Associate Degree in Liberal Arts or Library Technical Services is preferred; experience in library work or a working knowledge of library science is desirable. Excellent computer skills required.

Additional Preferred Skills

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

Salary & Benefits:

\$10.11 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.