

Library Assistant II
Permanent, Part-Time Youth Services 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 providing services to children, young adults, & their caregivers; have strong customer service skills; ability to use a variety of technologies including computers, media equipment, & office equipment; 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 collections and services in a friendly and helpful manner;
- Provides reader's advisory and reference services, utilizing the library's print and digital collections.
- Assists patrons in locating materials, using the library's online catalog, and requesting materials.
- 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 for children and young adults;
- Assists in promoting and marketing library programs 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, resolving and reconciling 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 library policies;
- Cross-trains to assist in other departments;
- Performs other duties as assigned.

Work Schedule:

Rotating schedule of both day & night shifts; approximately 24 hours per week, including:

- At least one 8 hour shift
- 1-2 nights per week
- 1 weekend (Saturdays & Sundays) in a three-week rotation

Qualifications:

Graduation from a two year college or technical school and 1-2 years of experience in library work; experience working with children and young adults; knowledge of early literacy; 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:

\$11.15 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.