



Craven-Pamlico Regional Library

Invites application for the position of:


Library Assistant II -Outreach/Bookmobile

Permanent, full-time with benefits including paid medical, dental and life insurance; retirement and 401(k) plans; and paid sick, vacation and holiday leave.

Salary: \$12.56/hr

Date: 12/24/24

Closing Date: until filled

 To be considered for this position you must submit a cover letter and resume via email to hr@mycpri.org with OUTREACH- LAII in the subject heading, send via fax (252-638- 7817) to Attn: Kat Clowers, Human Resources or in-person at any CPRL circulation desk. In-person submissions must be in an envelope and addressed to CPRL Human Resources, Attn: Kat Clowers.

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 include loading and unloading books for community events. Must have a clean driving record as driving of Book/Tech mobile and other company vehicles are required.

Duties:

- Performs community outreach to promote public participation and use of library services
- Driving: Safely and on time driving the bookmobile to designated stops
- Providing service: Assisting patrons with library services, including circulation transactions and information about available resources
- Outreach: Participating in community outreach events, promoting library services, and engaging with diverse populations
- Coordinating: Collaborating with local schools, community centers, and organizations to coordinate bookmobile visits
- Maintaining: Keeping the bookmobile clean and in good working order, including performing daily inspections and refueling
- Assisting with home delivery: Assisting with home delivery and serving as the main contact for homebound patrons
- Processing materials: Processing library materials and assisting with circulation duties inside the library
- Collecting feedback: Collecting feedback and suggestions from community members and relaying them to supervisor
- Promoting: Promoting the library's services and mission
- Maintaining confidentiality: Respecting the confidentiality of library users and records
- Loads and unloads Book/Tech mobile with necessary carts and supplies for outreach events and monthly stops
- Provides reader's advisory and reference services, utilizing the library's print and digital collections
- Cross-trains to assist in other departments in CPRL.
- Performs other duties as assigned.

Work Schedule:

- 40 hours per week
- 2 Saturdays a month

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 and communication skills required. Clean driving record required and must be maintained for the position.

Additional Knowledge of Preferred Integrated Skills

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

**Inquiries about this job posting should be directed to hr@mycprl.org