

Library Assistant I- Substitute Havelock-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.;

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;
- Uses the library's online catalog to assist patrons seeking and requesting materials;
- Efficiently checks collection materials in and out for patrons, collects fines and fees, and addresses minor account issues according to library policy and procedure;
- Empties the outdoor book & media drop box on a regular basis as assigned;
- Ability to get along well and maintain effective working relationships with community groups, schools, volunteers, the public, and other employees, and respond in a timely, respectful, and responsive manner;
- 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;
- 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: Irregular hours, on call position including evenings and weekends.

Qualifications:

High School Diploma or GED, or have an equivalent combination of experience and training; ability to work independently within library system policies and procedures with minimal supervision; knowledge of computer operations as they apply to the library; effective oral and written communication skills, excellent computer skills required.

Additional Preferred Skills

Experience in library work or a working knowledge of library science is desirable.

Salary & Benefits:

\$9.00 per hour

To apply:

Applications are available in the library or on the Craven-Pamlico Regional Library website. Please submit completed application and cover letter in person or via email to Rebecca Lucas, Librarian, Havelock-Craven County Public Library.