

There are currently two openings in the Albemarle Regional System and they are open until filled.

Albemarle Regional Library IT Assistant

Qualifications: Must be knowledgeable and proficient in setting up computer equipment, installing and using computer software. Ability to understand and follow written and oral instructions and policies. Ability to communicate well orally and in writing. Ability to prioritize and work independently, as well as, with others. Ability to lift and move up to 30-50 pounds of equipment. Ability to bend, crawl and climb periodically. Applicants with Associates degree preferred. Must have a valid North Carolina driver's license with excellent driving record

Duties: Responsible for assisting with the day-to-day maintenance of computers, software installation and updates, and other equipment as needed. Assists with training public in computer and software skills. Assists staff with troubleshooting library system as needed. Assists with other duties as assigned by the System Administrator. Works under general supervision of the System Administrator.

Closes: Open until filled. Applications may be picked or returned to any ARL branch.

To apply: All qualified applicants must submit resume complete with names and current contact information for three professional references in addition to the Albemarle Regional Library Application to address listed below. Successful candidates must provide college transcripts before being hired.

Pay: \$10.00. Part time: 24 hours weekly.

Bertie County Public Library Branch Assistant

Description

Provides library service to patrons involving use of library automation module, public access computers, and a wide range of print, non-print, and electronic resources. Collects fines and fees and enforces library policy. Assists with the maintenance of a clean, orderly library. Works nights and weekends as assigned. Works under the close supervision of the Branch Manager.

Requirements

Graduation from high school; wide reading background preferred. Proficiency with computers, basic software and, within six months of employment, the library's automation system. Ability to understand and follow written and oral instructions and policies. Ability to communicate well orally and in writing. Ability to lift and move up to 30-50 pounds of