

# WAKE COUNTY PUBLIC LIBRARIES

## Wake County Government



Consistently rated as one of the best places to live and work.



Libraries are part of **Community Services** with over **400** employees.

### Competitive Benefits Package:

- Health/Dental (pro-rated for part time employees)
- Retirement and 401(k)
- Accrued vacation and sick leave
- Major holidays off
- Paid parental and family illness leave

### County Core Values:

- Act with respect, dignity and integrity
- Be accountable
- Foster diversity, equity and inclusivity
- Work together
- Strive for excellence
- Nurture health and well-being
- Serve with passion and empathy

## The Library System



Our mission is to instill the love of reading and to foster the pursuit of knowledge for the residents of Wake County.

### Organizational Structure



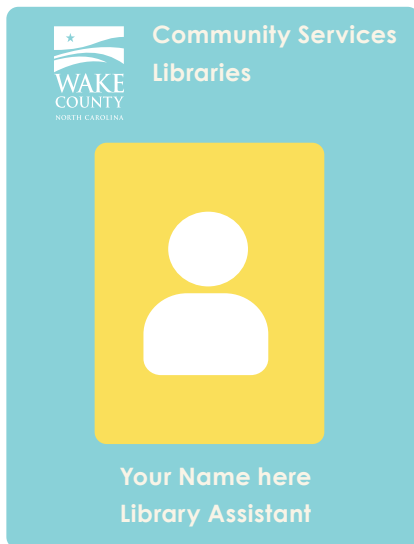
### The Library System By the Numbers

- **8** Regional Libraries
- **13** Community Libraries
- **2** Specialty Libraries
- Visits **3,400,000+**
- Circulation **12,000,000+**
- Programs **9,000+**

Wake County  
**Public Libraries**

# POSITION: LIBRARY ASSISTANT

## What do library assistants do?



### Hiring Range

\$ ↔ \$\$ \$19.64 – \$22.62 per hour

*Salary offer depends upon experience.*

### Schedules

**20 or 40 hours per week**

- Combination of mornings, afternoons, nights and weekends
- Scheduling depends upon size of library and current library needs

### Responsibilities

- Work directly with the public on a service desk providing excellent customer service
- Check books out
- Create new library accounts
- Help people find the information they need
- Help people find good books to read
- Assist people on the public PCs
- Assist the managers with the day to day operations of the library
- Create and maintain book displays
- Direct the work of pages
- Assist librarians with the delivery of programs

### A Successful Library Assistant

- Enjoys working with people and excels at providing customer service
- Is energetic, motivated, and detail-oriented
- Has great technology skills
- Loves books and reading
- Has excellent communication skills
- Builds and maintains positive and productive relationships in team environments

**LEARN MORE: [WAKE.GOV/LIBRARIES](http://WAKE.GOV/LIBRARIES)**