

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

RESOURCE SHARING ASSISTANT- PART-TIME

DATE LISTED: February 28, 2026

CLASS TITLE / JOB TITLE: LIBRARY ASSISTANT I/ Resource Sharing Assistant

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

STARTING SALARY/HOURS: \$9.10 per hour / 18 hours per week

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position is responsible for sorting and boxing up materials, correctly addressing the boxes for materials being shared with other NC Cardinal libraries, and for unboxing and sorting materials returned to ARL libraries

EXAMPLES OF WORK

1. Retrieve materials from circulation areas and sort for shipping
2. Open boxes and sort materials from daily UPS deliveries
3. Pack, weigh, and label boxes for shipping
4. Maintain statistics for NC Cardinal on materials received and shipped
5. Maintain recycling containers; keep work area free from clutter

KNOWLEDGE, SKILLS AND ABILITIES

Ability to interact tactfully and courteously with library staff locally and within the NC Cardinal consortium

Working knowledge of spelling, grammar, numbers, and vocabulary

Computer skills, including Evergreen software, online shipping tools, and proficiency in Word, Excel, and Google Docs

Ability to follow library and consortium directions and procedures

Ability to recognize when materials need repairing, repackaging, or discarding

EXPERIENCE, EDUCATION, AND TRAINING

High school diploma and previous work experience required.

Return a Cover Letter and Resume via email to:

Brigett Adams

BAdams@arlibrary.org

CLOSING DATE: This position is open until filled.