

Support Staff 1 Reference Department – Part Time

The Montgomery County-Norristown Public Library seeks a flexible and reliable part-time employee to provide library services to the community as a member of its Reference Department team. 26 hours per week, including daytime hours, at least 1 evening per week and Saturdays in rotation.

The primary responsibilities of this position are:

- Provide assistance to patrons and staff by aiding in locating and using periodical and reference materials
- Assist patrons in the use of Reference Department equipment
- Maintain library collections by processing, retrieving, shelving, and weeding library materials
- Maintain library files and records
- Process requests manually and electronically
- Package, process, and ship library materials
- Other duties as assigned

Main Qualifications include, but not limited to:

- Previous work experience of 0-4 years
- Must possess a high school diploma or equivalent
- Must have valid PA driver's license and the ability to work at any of the Library's locations
- Must be computer literate, Microsoft Office skills desirable
- Ability to communicate effectively in person, on the phone, and in writing
- Good initiative and organizational skills
- Good clerical, reading, and writing skills
- Ability to deal effectively and pleasantly with the public
- Excellent attention to detail
- Ability to lift 25 pounds

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 60 days of date of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History, and FBI clearances.

If interested, please send a resume and a completed employment application to lrichter@mclinc.org. To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>.