

Montgomery County-Norristown Public Library

State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries

1001 Powell Street, Norristown, PA 19401-3817 π Telephone (610) 278-5100 π Fax (610) 277-0344

Support Staff I

The Montgomery County-Norristown Public Library seeks a flexible and reliable part time employee to provide excellent customer service and clerical support to the library community as a member of various MC-NPL departments. 18 hours per week, including day time hours, evenings and Saturdays in rotation.

Responsibilities & Capabilities include, but not limited to:

- Good filing, organizational skills and follow through required.
- Good communication with other libraries, staff, patrons. Good telephone and written skills.
- Standing and walking for extended periods
- Able to reach and lift overhead, and bend or stoop to floor level
- Able to lift or move 20 pounds at a time in library materials and packages.
- Able to use computer keyboards, telephones, and other standard office equipment
- Extensive clerical duties using computers to download requests and information, processing of requests, updating of computer files, library records, etc.
- Manual filing and updating of paper records as needed
- Assist patrons in locating and using materials and equipment
- Other functions as needed

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, including competence with MS Office Suite
- Must have customer service-driven attitude and recognize the need for and importance of confidentiality
- Flexibility in terms of scheduling and duties as required by position.
- Ability and willingness to be assigned to various departments or locations as needed.

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 Loretta Righter, Head of Reference at LRighter@mclinc.org, or mail to her attention at 1001 Powell St, Norristown, 19401. To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>. EOE-M/F