

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 ~ Telephone (610) 278-5100 ~ Fax (610) 277-0344

Support Staff III

The Montgomery County-Norristown Public Library seeks a flexible and reliable full-time employee to provide excellent customer service to the library community as a member of the children's department. 37 hours per week, including daytime hours, evenings and Saturdays in rotation. Benefits available.

Primary Responsibilities include, but not limited to:

- Plan and execute programming for children
- Provide Reference and Reader's Advisory to children, teachers and caregivers
- Visit schools and community groups to promote Summer Reading Program and other library activities throughout the year as needed
- Cover circulation desk when needed; register new patrons, renew books, and other clerical duties
- Assist patrons with basic computer and printing questions
- Coordinate workflow for volunteers
- Process magazines and resolve C-fly status
- Maintain records for review books and manage book donations
- Develop booklists
- Weed and shelf read children's collection
- Other duties as required, including assisting the Youth Services District Consultant

Main Qualifications include, but not limited to:

- Must have completed at least two academic years of post-secondary school education or 7-10 years of previous work experience, including 3 plus years working with children
- Must be skilled in current computer use with a thorough knowledge of the Microsoft Office Suite of programs. Familiarity with library automation systems is required
- Excellent communication and organization skills
- Customer-service-driven attitude and recognize the need for and importance of confidentiality
- Flexibility in terms of scheduling and duties as required by position
- Proficiency in Spanish preferred, though not required
- Must have valid PA driver's license and the ability to work at any of the Library's locations

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 Eileen Smith, Head of Children's Services at esmith@mclinc.org. To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>.