

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 – (610) 278-5100 – FAX (610) 277-0344 – www.mc-npl.org

Bookmobile Operator, Support Staff II, Full-Time

Seeking an enthusiastic and engaging public library service employee to join our mobile branch library. Responsible for providing outstanding library outreach service to the public throughout Montgomery County. Drive a 28-foot bookmobile on a rotating schedule including evening and weekend shifts. A CDL is not required, but you must have a valid PA driver's license with a point-free driving record. Experience in the book trade – bookstores, libraries, and/or library science student, etc., is a big plus. This is a customer-facing position where you will staff a library front desk, field questions from the public, and guide patrons.

Must be self-motivated and have a positive attitude towards customer service. Your employment history should demonstrate personal integrity, a strong work ethic, and the ability to work individually or on a team. Computer literacy is required. Familiarity with library automation systems preferred. Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years previous work experience.

Must have the ability to work at any of the Library's locations and to fill in as a substitute delivery van driver, as needed. Must be able to lift and move 50 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 resume, email cover letter, and a completed employment application to Tom Fluharty at tfluharty@mclinc.org. To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>.