

# 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

## Conshohocken Support Staff 1

The Conshohocken Branch of the Montgomery County-Norristown Public Library seeks to fill a Support Staff I position. Part-time, 8-12 hours per pay week including afternoons and evenings, and two Saturdays per month in rotation.

Job duties include, but are not limited to: greeting patrons and helping patrons with library questions in person, over the phone and through email; opening and closing library; checking in materials; shelving & retrieving materials; assisting patrons and coworkers with other duties and projects as requested.

Must be at least 16 years of age and enrolled in high school –OR– 18+ years with a high school diploma or equivalent. Needs excellent customer service, organizational, reading, filing and communication skills. Computer literacy required. Reliable transportation and the ability to work at all MC-NPL's 5 locations if 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.

To apply please send an application, found at <http://mnl.mclinc.org/employment>, and resume with references to Marija Skoog, Branch Manager, [MSkoog@mclinc.org](mailto:MSkoog@mclinc.org) EOE