

# 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 Free Library Branch Manager

The Conshohocken Branch of the Montgomery County-Norristown Public Library seeks to fill a full-time Branch Manager position. The Branch Manager is responsible for monitoring overall branch library operations including, but not limited to staffing, collection development, public services, general operation, plus communicating and cooperating with other MC-NPL branches, MC-NPL Executive Director, and acting as liaison with the Conshohocken Free Library Branch Advisory Board.

It is the responsibility of the Branch Manager to ensure that the highest possible levels of library services are provided to the residents of the Conshohocken service area. At the discretion of the Branch Manager, specific tasks and responsibilities may be delegated; however, the Branch Manager is ultimately accountable to the Executive Director, MC-NPL, and the Conshohocken Free Library Branch Advisory Board. Other duties as necessary to fulfill the organizational responsibilities of the Branch Manager's position.

### Qualifications for Employment:

- Bachelor's degree from a 4-year institution of higher education, or 10-15 years of previous work experience, including 3-5 years in a library setting;
- Prior supervisory experience with evidence of progressively increasing responsibility;
- Familiarity with library automation systems;
- Computer literate and have working knowledge of office software;
- Excellent interpersonal and organizational skills;
- 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.

To apply please send a completed application, found at <http://mnl.mclinc.org/employment>, along with cover letter and resume to: Kathy Arnold-Yerger, Executive Director, at [karnold-yerger@mclinc.org](mailto:karnold-yerger@mclinc.org). EOE