

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

Support Staff I Circulation – Full Time

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 its Circulation Department team. 37 hours per week, including daytime hours, at least 2 evenings per week, and Saturdays in rotation. Some benefits available.

Responsibilities:

The primary responsibilities of this position are to assist the Head of Reader's Services with the following:

- Assist with development and implementation of adult and teen activities
- Assist with publicity related to all programs and services including printed material and displays
- Assist with marketing library services through social media
- Other assistance as needed

Will also perform regular Circulation Desk functions which include but are not limited to:

- Assisting patrons at the Circulation Desk
- Helping patrons using the photocopiers and other equipment
- Operating the telephone switchboard (answering incoming calls, routing calls to appropriate departments, etc.)
- Shelving and retrieving materials
- Entering, retrieving, and applying patron registration data in the library's automation system database
- Other clerical functions, such as typing correspondence, as required.

Main Qualifications include, but not limited to:

- Must possess a high school diploma or equivalent
- Previous work experience of 0-4 years
- Must have strong clerical and organizational skills and the ability to use computers efficiently
- Knowledge of professional use of social media preferred
- Ability to provide back-up support to Library social media effort preferred
- Must possess excellent verbal and written communication skills
- Must have valid PA driver's license and the ability to work at any of the Library's locations
- Must have customer-service-driven attitude and recognize the need for and importance of confidentiality
- Must have a pleasant manner, neat appearance, and be a team player.

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 30 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 Asha Verma, Head of Readers Services, at averma@mclinc.org. To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>. EOE