



Montgomery County-Norristown Public Library
District Library Center serving Montgomery County, Pennsylvania
1001 Powell Street, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: mnl.mclinc.org

Adult Services Lead (Bilingual - Spanish Required)

Montgomery County-Norristown Public Library is in search of a full-time Adult Services Lead Staff. This position is responsible for providing outstanding public library service to patrons, developing and implementing programming for adults, assisting with teen programming, assisting with the maintenance of the adult collection, performing clerical tasks, coordinating projects and volunteers, and staffing the public service desk. The ideal person for this position must be self-motivated, organized, possess personal integrity, have a strong work ethic, and can work individually or on a team.

This position primarily serves adults (18+ to seniors), their families and caregivers, with an emphasis on Spanish language speakers. The mission is to provide public library services in the library building and off-site at community events, residential facilities, and other locations. Success is measured by demonstrating high engagement and persistent relationships with this service population.

Benefits we provide:

- Starting salary of \$33,000 per/year
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- Life and Accidental Insurance
- Retirement Plan
- Flexible Spending Account
- Employee Assistance Program

About Us:

Our mission at Montgomery County-Norristown Public Library (MC-NPL) is to be a gateway to lifelong learning by providing convenient access to resources that inform, educate, entertain, and enrich people's lives. MC-NPL has been fulfilling our mission for over 225 years. In addition to library services, we also serve as the district center that provides consultation, and support and delivers items to all 34 libraries throughout Montgomery County Pennsylvania. In 2022 our main Library, bookmobile services, and four branches circulated over 586,492 items. MC-NPL is committed to serving our communities by providing them with sources of information, entertainment, and knowledge within our libraries and outside of our library walls.

Qualifications for Employment:

- Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years of previous work experience.
- Complete Spanish language fluency is required.
- Must have a working knowledge of adult fiction and non-fiction books.
- Demonstrated ability to develop and lead activities for the 18+ to seniors service population.
- Excellent spoken and written communication skills.
- Good organizational ability.
- Ability to deal effectively and pleasantly with the public.
- Excellent computer literacy.
- Working knowledge of Microsoft Office applications is preferred.
- Must have reliable transportation and the ability to substitute at the library's other locations.

Potential employment is contingent upon the submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Qualified candidates, please email a cover letter, a resume, and a completed employment application to Jeanne Cove at jcove@mclinc.org. The employment application can be found at www.mnl.mclinc.org. *Montgomery County-Norristown Public Library is an equal opportunity employer.*