



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

Assistant Department Head of Technical Services

Montgomery County-Norristown Public Library is in search of a full-time Assistant Department Head of Technical Services. As a direct report to the Technical Processing Department Head, the Assistant Department Head act as the lead support staff employee in the department. They also serve as the primary subject expert and manager for the new materials acquisitions process for the main library, branches, and bookmobiles. Under the leadership of the department head, Assistant Head direct the work of staff and volunteers to provide acquisitions, processing, cataloging, and maintenance services for library materials. In absence of department head, provide administrative oversight of department staff. On assigned shifts, respond as the library's primary Manager On Duty (MOD).

Benefits we provide:

- Starting salary of \$38,000-\$40,000 per/year
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- Life and Accidental Death & Dismemberment Insurance
- Retirement Plan
- Credit Union
- 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, 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

- Bachelor's degree or 10-15 years previous work experience.
- 3-5 years previous work experience in a library setting.
- Previous work experience in library technical processing desired.
- Previous work experience processing and reconciling orders and invoices preferred.
- Prior supervisory experience required.
- Prior experience with an Integrated Library System (ILS) required, Polaris ILS preferred.
- Working knowledge of Microsoft office software.
- Excellent attention to detail and organizational skills.
- Excellent spoken and written communication skills.

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 Margaret Walk at mwalk@mclinc.org. The employment application can be found at www.mnl.mclinc.org. *Montgomery County-Norristown Public Library is an equal opportunity employer.*