



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

Bookmobile Operator

The Bookmobile Coordinator is responsible for providing outstanding library outreach services to the public. This position also supports activities of the Bookmobile and Outreach Services Department by operating bookmobiles and driving delivery vans on regularly scheduled routes and timetables. When not staffing vehicles, the Bookmobile Operator provides back office support to department operations and covers other library departments and branches, as needed. The Bookmobile Operator must be self-motivated and have a positive attitude toward customer service, possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

This position primarily serves residents of municipalities not in the designated service area of a brick-and-mortar library or library branch. The home library for such residents is the district library center, Montgomery County-Norristown Public Library (MC-NPL). Extension bookmobiles provide mobile library branch services to these residents.

Benefits we provide:

- Salary: \$32,708.00 per/year
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost health and dental insurance
- Wellness Incentives & Reimbursements
- No-cost Life and Accidental Insurance
- Retirement Plan (403b plan)
- Flexible Spending Account
- Employee Assistance Program
- Parental Leave

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

- Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years of previous work experience.
- Must have demonstrable ability to provide basic reader's advisory to patrons of all ages.
- Outstanding and enthusiastic customer service skills.
- Excellent spoken and written communication skills.
- Excellent computer literacy and experience with a library automation system are preferred.
- Must possess a clean driving record with no suspension or points.

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