



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 (Full-Time)

Montgomery County-Norristown Public Library is seeking a dedicated and detail-oriented Assistant Department Head to join our Circulation Department in a full-time capacity. Reporting directly to the Circulation Department Head, this leadership role functions as the lead Support Staff employee, playing a key part in managing day-to-day operations and ensuring excellent service to our patrons. The Assistant Department Head serves as the primary contact and administrator for public meeting room reservations, working closely with the public and staff to coordinate scheduling and logistics. In collaboration with the Department Head, they help supervise staff and volunteers involved in circulation desk services, patron account support, shelving and stack organization, and internal communications. This position also acts as the Manager on Duty (MOD) during assigned shifts, providing facility-wide support and addressing immediate operational or customer service needs. In the absence of the Department Head, the Assistant assumes administrative oversight of the Circulation Department.

We're looking for a team leader who is organized, proactive, and committed to delivering exceptional service. If you thrive in a fast-paced, community-focused environment, we encourage you to apply!

Benefits we provide:

- Starting salary: \$21.38 per/hour
- Work Schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- No cost Life and Accidental Death & Dismemberment Insurance
- Voluntary Long-term Disability Insurance
- Retirement Plan (403b)
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)

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 230 years. In addition to library services, we serve as the district center that provides consultation, support, and delivery to all 34 libraries throughout Montgomery County, Pennsylvania. In 2023, our main Library, bookmobile services, and four branches circulated over 682,902 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:

- Bachelor's degree or 10-15 years of previous work experience.
- 3-5 years of previous work experience in a library setting.
- Previous work experience in library circulation operations preferred.
- Prior supervisory experience required.
- Prior experience with an integrated library system (ILS) is required, and Polaris ILS is 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 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 the Human Resources Department at mnlhr@mclinc.org. The employment application can be found at www.mnl.mclinc.org. **Montgomery County-Norristown Public Library is an equal opportunity employer.**