



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

Delivery Driver

Montgomery County-Norristown Public Library is in search of a full-time Delivery Driver. The Delivery Driver is responsible for providing outstanding customer service to district libraries and library patrons. This position primarily supports activities of the Bookmobile and Outreach Services Department by operating cargo vans on regularly scheduled routes and timetables throughout the County. The Delivery Driver sorts, packs, delivers, and picks up library materials. This position also performs as a backup desk clerk in the department office. The Delivery Driver must be self-motivated and have a positive attitude towards customer service. They must possess personal integrity, a strong work ethic, and the ability to work independently or on a team.

Benefits we provide:

- Starting salary: \$34,632 per/year
- 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 225 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 for Employment

- High School Diploma or equivalent.
- Previous work experience of 0-4 years.
- Good interpersonal communication skills.
- Demonstrate an ability to treat the public professionally and respectfully and maintain confidentiality of customer data.
- Valid PA driver's license and a point-free driving record.
- Ability to work at any of the Library's locations.
- Ability to read, sort, and file quickly and accurately.
- Must have good interpersonal communication skills.
- Must be computer literate.

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 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.*