



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

Office Assistant

Montgomery County-Norristown Public Library is in search of a highly organized and detail-oriented Office Assistant to join our team. The Office Assistant is responsible for performing general clerical duties, assisting with in-coming telephone calls, filing and organizing documents, ordering and distributing supplies, managing administration office supply inventory, processing invoices related to supply orders, counting and recording departmental cash received on a weekly basis, and maintain updated records of volunteer files, clearances, and hours. This position also aids the Administrative Assistant to ensure the smooth operation of the administration office and provides administrative assistance to the Director of Development.

Benefits we provide:

- Starting wage of \$16.50 per/hour
- Work Schedule: 28 hours per week
- Generous paid time off
- Retirement Plan
- Employee Assistance Program
- Credit union

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 over 1 million 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 at least one year of post-secondary education or possess at least 5-7 years of previous work experience.
- Proficiency in Microsoft Office Applications.
- Demonstrate attention to detail and accuracy.
- Possess strong interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Possess the flexibility to adapt to changing priorities and work independently with minimal supervision.
- Knowledge of basic principles of office management and standard record maintenance.

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