

# Montgomery County-Norristown Public Library

*State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries*

1001 Powell Street, Norristown, PA 19401-3817 – (610) 278-5100 – FAX (610) 277-0344 – [www.mc-npl.org](http://www.mc-npl.org)

## **Support Staff II Circulation – Full Time**

The Montgomery County-Norristown Public Library seeks a flexible and reliable full-time employee to provide excellent customer service to the library community as a member of its Circulation Department team. 37 hours per week, including daytime hours, at least 2 evenings per week, and Saturdays in rotation. Benefits available.

### **Responsibilities:**

The primary responsibilities of this position are to assist the Head of Reader's Services with the following:

- Marketing library services
- Development and organization of programming
- Publicity related to programs and services through social media and printed material
- Training new volunteers
- Other assistance as needed

Will also perform regular Circulation Desk functions which include but are not limited to:

- Assisting patrons at the Circulation Desk
- Helping patrons using the photocopiers and other equipment
- Operating the telephone switchboard (answering incoming calls, routing calls to appropriate departments, etc.)
- Shelving and retrieving materials
- Entering, retrieving, and applying patron registration data in the library's automation system database
- Other clerical functions, such as typing correspondence, as required

### **Main Qualifications include, but not limited to:**

- Must have completed at least one academic year of post-secondary education or possess at least 5-7 years previous work experience, preferably in a library
- Must have strong clerical and organizational skills and the ability to use computers efficiently, including knowledge of professional use of social media
- Must be familiar with Library automation systems
- Must possess excellent verbal and written communication skills
- Must have valid PA driver's license and the ability to work at any of the Library's locations
- Must have customer-service-driven attitude and recognize the need for and importance of confidentiality.

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 60 days of date of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History and FBI clearances.

If interested, please send a resume and a completed employment application to Asha Verma, Head of Readers Services, at [averma@mclinc.org](mailto:averma@mclinc.org). To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>. EOE