

## Montgomery County-Norristown Public Library Position Description

<b>Position Title:</b>	<b>Support Staff I</b>
<b>Supervisor:</b>	<b>Asha Verma, Readers Services</b>
<b>Department</b>	<b>Circulation</b>
<b>Number of Employees directly supervised</b>	<b>0</b>
<b>Fair Labor Standards Act status:</b>	<b>Non- exempt</b>

### **General Responsibilities and Examples of Work**

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

- Assist with development and implementation of adult and teen activities
- Assist with publicity related to all programs and services, including printed material and displays
- Assist with marketing library services through Social media
- 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

### **Qualifications for Employment**

- Must possess a high school diploma or equivalent.
- Previous work experience of 1-4 years
- Must have strong clerical and organizational skills, ability to use computers efficiently
- Knowledge of professional use of social media preferred
- Ability to provide back up support to Library Social media effort preferred
- 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
- Must have a pleasant manner, neat appearance, and be a team player.
- Potential employment is contingent upon completion of PA State Mandated Reporter Training, and submitting to employer within 30 days of date of hire the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check.

### **Physical Demands or Requirements**

#### *Strength/movement requirements*

- \*Able to stand and/or walk for 1-2 hours at a time*
- \*Able to sit for extended periods of time*
- \*Able to lift or move 20 pounds at a time*
- \*Able to use computer keyboards, telephones, and other standard office equipment*
- \*Able to reach and life overhead, and bend or stop to floor level*

#### *Manual/physical dexterity requirements*

- Able to manipulate keyboard of computer, typewriter or other office equipment*
- Able to manipulate mouse, pointing device or other input device*
- Able to manipulate data cables, cords, connections, or similar power and data devices*
- Able to manipulate pages of books, insert and remove disks, manipulate library materials*

#### *Communication requirements*

- Able to use telecommunication devices to hear and speak with staff and public*
- Able to see, understand and create written material*