

Montgomery County-Norristown Public Library Position Description

Position Title:	Support Staff III – Full Time
Job Classification & Department:	Children’s Department
Supervisor:	Head, Children’s Services
Number of Employees directly supervised:	0
Fair Labor Standards Act status:	Non-Exempt

Hours: 37 hours/week Monday-Friday; including day time hours, evenings and Saturdays in rotation.

Statement of Responsibilities

This full-time position is responsible for programming for children, reference and reader’s advisory, publicity and social media, participating in the maintenance of the collection through weeding and shelf reading and contributing to the appearance and the flow of work in the Children’s Department. Other duties as assigned.

Organizational Relationships

This position works in conjunction with other departments to perform some technical services, refer patron questions, resolve circulation issues and provide back-up on Books Go Round (BGR). Additional responsibilities include assistance with filling requests from other libraries for materials and occasional attendance at Youth Services Meetings. Outreach to represent the library will include school events, BGR and preschool story times and community events.

General Responsibilities and Examples of Work

- Plan and execute programming for children.
- Go out on our Books-Go-Round bookmobile once a week to do Storytimes.
- Provide reference and reader’s advisory services to children, teachers, parents and caregivers.
- Coordinate publicity efforts for the department, update children’s page of the website and social media.
- Visit schools and community groups to promote Summer Reading Program and other library activities throughout the year, as needed.
- Run and assist with pulling and fulfilling holds off the daily pick list.
- Cover circulation desk when needed: register new patrons, renew books and other clerical duties.
- Assist patrons with basic computer and printing questions.
- Coordinate workflow for volunteers.
- Develop booklists.
- Responsible for weeding and shelf reading.
- Other duties as required, including assisting the Youth Services District Consultant.

Qualifications for Employment

Must have completed at least two academic years of post-secondary school education or 7-10 years of previous work experience. Experience working with children is required. Must be skilled in current computer use with thorough knowledge of the Microsoft Office suite of programs. Must possess a familiarity with library automation systems. Excellent communication and organization skills required. Must have valid PA driver’s license and the ability to work at any of the Library’s locations. Proficiency in Spanish preferred, but not required.

Potential employment is contingent upon prior submission to employer 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.

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Position Description

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 40 pounds
- *Able to bend to floor level and/or reach overhead
- *Able to stand and/or walk for 3 hours at a time
- *Able to sit for 2 hours at a time

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

September 8, 2020