

**Montgomery County-Norristown Public Library
Position Description**

Employee:	
Position Title:	Support Staff II
Job Classification & Department:	Administration Office
Supervisor:	Executive Director
Number of Employees directly supervised:	0
Fair Labor Standards Act status:	Non-Exempt

Statement of Responsibilities

This Support Staff position is responsible for:

- Ordering and distributing supply orders from Departments and Branches
- Checks supply inventory on a regular basis
- Assists with in-coming telephone calls
- Processes invoices related to supply orders
- Counts and records electronically departmental cash received on a weekly basis
- Working with the Administrative Assistant, this position is responsible for all library meeting space scheduling, routing mail, and execution of other clerical and administrative services for the Executive Director
- Other duties, as required

Knowledge, Skills, and Abilities

- Possession of initiative and independent judgment; knowledge of correct use of the English language for oral communication and production of written documents; capacity to work under time pressure with accuracy and thoroughness in the midst of in-person and telephone interruptions, and to communicate with composure and courtesy in dealing with public and staff.
- Must have thorough working knowledge of Microsoft Excel, Word, and Publisher and Power Point preferred.

General Responsibilities and Examples of Work

- Data entry in the annual fund drive database, and other data entry projects as required
- Provide general clerical support to the Administration Office personnel
- Provide feedback and pro-active communication to Executive Director and co-workers to ensure effective and efficient library operations
- Adhere to all library policies, rules, procedures and housekeeping standards

Confidentiality

- All matters involving personnel, library finances, budget, vendors, legal positions, funding, and related issues are deemed confidential and may not be disclosed to anyone or any group without approval of the Executive Director. Violation of confidentiality is cause for dismissal.

Qualifications for Employment

- Must have completed at least one academic year of post-secondary school education or possess at least 5-7 years previous work experience. Must be computer literate. Familiarity with library automation systems preferred.
- Must have valid PA driver's license and the ability to work at any of the Library's locations.
- Knowledge of the basic principles of office management and standard records maintenance

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Physical Demands or Requirements (use * to indicate essential requirements)

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 2 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

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.

Date: December 1, 2020