

Montgomery County - Norristown Public Library
Job Description

Title: Marketing and Circulation Assistant	Classification: Support Staff II
Primary Work Location: Royersford, PA	Department: Royersford
Supervisor: Branch Manager	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 37.0 hours/week (Days, Evenings, Weekends)

Statement of Responsibilities:

This position is responsible for providing outstanding public library service to patrons. It supports activities at the Royersford Free Public Library (RFPL) a branch of MC-NPL, by creating marketing materials, staffing the public service desk, performing clerical tasks, and coordinating projects, and programming. Act as substitute staff at main library, bookmobiles, and branches, as needed. Must be self-motivated and have a positive attitude towards customer service. Must also possess personal integrity, a strong work ethic, and ability to work individually or on a team.

Organizational Relationships:

Maintain positive working relationships with other MC-NPL departments and branches. Represent branch to external agencies including, but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

General Responsibilities and Examples of Work:

General:

- Carries out job functions without posing a health or safety threat to self or others.

Marketing and Program Responsibilities:

- Monitor and manage social media accounts.
- Publish RFPL's monthly newsletter.
- Create signs by using an online graphic design platform.
- Update RFPL website.
- Update RFPL programming calendar.
- Develop and deliver library programming.
- Coordinate special projects and volunteers, as assigned.
- Perform other duties as required.

Public Service Responsibilities:

- Registers patrons for library cards.
- Places patron hold requests.
- Circulates library materials.
- Collects fines and fees.
- Advises patrons on selection of library materials.
- Answers or refers patron reference, account, policy, and technology questions.
- Performs various library clerical functions.
- Markets library services and programs.
- Represents library at municipal community days and other library outreach events.

Back Office Responsibilities

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- Ensures library collection is correctly shelved.
- Assists Department Manager with the acquisition and weeding of library materials.
- Finds, processes, and ships item hold requests.

Qualifications:

- Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years previous work experience.
- Must have excellent spoken and written communication skills.
- Must have good organizational ability.
- Must possess the ability to deal effectively and pleasantly with the public.
- Must possess excellent computer literacy and a working knowledge of Microsoft Office applications.

Physical Demands or Requirements: (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 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

Employment is contingent upon 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. All clearances and mandated reporter training must be updated every 5 years.

Print Name: _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Revised: April 10, 2023