

Montgomery County - Norristown Public Library
Job Description

| | |
|---|--|
| Title: Preschool Outreach Lead, Books Go Round | Classification: Support Staff III |
| Primary Work Location: Norristown, PA | Department: Children's Services |
| Supervisor: Department Head | 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 in the Children's Services Department by staffing the preschool outreach bookmobile, Books Go Round (BGR). Provide library outreach services to 3-5 year old children in Head Start, Pre-K, preschool, and daycare facilities throughout the county. Establish positive working relationships with facility teachers and staff. Assist the BGR Coordinator in scheduling regular classroom visits. Communicate schedules, policies and procedures to all stakeholders. Under supervision, develop and maintain the BGR book collection. Design and deliver outreach programs. Provide reader's advisory to children and teachers. Drive and operate bookmobiles and cargo vans on scheduled routes.

The mission focus is to deliver early emergent literacy programming, circulate library books to classrooms, and provide first public library experiences for preschool age children. We measure success by demonstrating high engagement and persistent relationships with this special service population and their teachers.

Organizational Relationships:

Maintain positive working relationships with other MC-NPL departments and branches. Represent library 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.

Vehicle Responsibilities:

- Drives vehicles safely and courteously on set routes and timetables throughout county.
- Fuels vehicles.
- Monitors overall mechanical condition of vehicles.
- Performs and reports minor preventive maintenance on vehicles, reports needed vehicle repairs.
- Cleans interior and washes exterior of vehicles.
- Maintains loading docks, garage, and work areas

Bookmobile and Service Desk Responsibilities:

- Registers patrons for library cards.
- Places patron hold requests.
- Finds, processes, and ships item hold requests.
- Circulates library materials.
- Collects fines and fees.
- Advises patrons on the selection of library materials.
- Answers or refers patron reference, account, policy, and technology questions.
- Ensures library collections are well organized.
- Performs various library clerical functions.
- Represents the library at municipal community days and other library outreach events.
- Performs other duties as required.

Montgomery County - Norristown Public Library
Job Description

Project and Program Responsibilities:

- Assists BGR Coordinator to develop and publish BGR bookmobile service route and stop schedules.
- Assists BGR Coordinator to market BGR outreach services.
- Assists BGR Coordinator to collect and report BGR statistics.
- Develops and delivers library preschool outreach programming.
- Assists Department Manager with the acquisition and weeding of library materials.

Qualifications:

- Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years of previous work experience.
- Spanish language fluency is preferred.
- Must have a working knowledge of children's fiction and children's non-fiction books.
- Experience working with the 3-5 year old service population, including leading story times.
- Excellent spoken and written communication skills.
- Good organizational ability.
- Ability to deal effectively and pleasantly with the public.
- Excellent computer literacy.
- Working knowledge of Microsoft Office applications.
- Must have a valid PA driver's license and the ability to substitute at the library's other locations.

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 the manipulate keyboard of a 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

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission every 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Revised: 8/10/2024