

Montgomery County-Norristown Public Library

State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries

1001 Powell Street, Norristown, PA 19401-3817 • (610) 278-5100 • FAX (610) 277-0344 • www.mc-npl.org

Employment Opportunity Support Staff I: Circulation Clerk, Part-Time

The Perkiomen Valley Library at Schwenksville, a branch of the Montgomery County-Norristown Public Library, seeks a part-time (15.0 – 17.0 hours/week) circulation clerk. May include weekday, evening, and weekend shifts. Provide outstanding public library service to patrons. Support activities of the branch by staffing the public service desk, performing clerical tasks, and assisting the Branch Manager and other staff with projects and programming. Greet patrons; answer patron questions in person, by email, and by phone; open and close the library; check in and check out library materials; shelve and retrieve materials. Wage: \$10.30/hour.

High School diploma or equivalent required. Previous work experience of 0–4 years. Good organizational ability. Good reading and filing skills. Ability to communicate effectively orally and in writing. Ability to deal effectively and pleasantly with the public. Good workstation computer literacy. Working knowledge of Microsoft Office applications preferred. Working knowledge of Dewey Decimal classification system preferred. Position requires lifting as much as 30 pounds, standing for extended periods of time, and the ability to work at any of the Library's locations.

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.

Qualified candidates please email a cover letter, resume, and completed employment application to Aileen Johnson, Branch Manager at ajohnson@mclinc.org. The complete job description and employment application can be found at <http://mnl.mclinc.org/employment>. EOE

July 7, 2021