

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: \$15.00 per/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 the 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

Posted: August 3, 2022

Montgomery County - Norristown Public Library
Job Description

Title: Circulation Clerk	Classification: Support Staff I
Primary Work Location: Schwenksville, PA	Department: Perkiomen Valley Library
Supervisor: Branch Manager	Number of Employees Directly Supervised: 0
Status: <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours: _____ hours/week (Days, Evenings, Weekends)

Statement of Responsibilities

Responsible for providing outstanding public library service to patrons. Supports activities of the Perkiomen Valley Library (a branch of MC-NPL) by staffing the public service desk, performing clerical tasks, and assisting the Branch Manager and other staff with 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 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.

Public Service Responsibilities:

- Answering telephone calls.
- Opening and closing the library.
- Registering library patrons.
- Resolving overdue and circulation issues.
- Assisting patrons with locating materials.
- Assisting patrons with material status, event registrations, and reminders by phone and email.
- Collecting fines and fees.
- Checking books in and out, and placing hold requests.
- Assisting patrons with computer use.

Back Office Responsibilities

- Shelving books and keeping shelf order.
- General maintenance of shelves in the department.
- Finding, processing, and shipping item hold requests.

Project and Program Responsibilities:

- Provide clerical and activity support to other staff for projects and programs.
- Perform other duties as required.

Qualifications for Employment

- High school diploma or equivalent.
- 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.

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

- Good workstation computer literacy.

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.

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

Print Name: _____

Employee Signature: _____ **Date:** _____

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

Revised: May 16, 2022