



Montgomery County-Norristown Public Library
District Library Center serving Montgomery County, Pennsylvania
1001 Powell Street, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: mnl.mclinc.org

Library Assistant

The Perkiomen Valley Library at Schwenksville is in search of a full-time Library Assistant. This position is responsible for providing outstanding public library service to patrons. It supports activities at the Library, by assisting in staffing the public service desk, performing clerical tasks, and coordinating projects, and programming. The ideal candidate must be self-motivated and have a positive attitude towards customer service. They must also possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

Benefits we provide:

- Starting salary of \$30,000 per/year
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance for full-time employees
- Life Insurance
- Retirement Plan
- Credit Union
- Employee Assistance Program

About Us:

Our mission at Montgomery County-Norristown Public Library (MC-NPL) is to be a gateway to lifelong learning by providing convenient access to resources that inform, educate, entertain, and enrich people's lives. MC-NPL has been fulfilling our mission for over 225 years. In addition to library services, we also serve as the district center that provides consultation, support and delivers items to all 34 libraries throughout Montgomery County Pennsylvania. In 2022 our main Library, bookmobile services, and four branches circulated over 586,492 items. MC-NPL is committed to serving our communities by providing them with sources of information, entertainment, and knowledge within our libraries and outside of our library walls.

General Responsibilities:

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

Connected to the World • Committed to the Community • Inclusive of All

- Coordinate special projects, as assigned.
- Perform other duties as required.

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.

Potential employment is contingent upon the submission of 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, a resume, and a completed employment application to Aileen Johnson at ajohnson@mclinc.org. The employment application can be found at www.mnl.mclinc.org. *Montgomery County-Norristown Public Library is an equal opportunity employer.*