

# 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](http://www.mc-npl.org)

## Employment Opportunity

### Circulation Department: Support Staff I—Full Time

The Montgomery County-Norristown Public Library seeks a full-time Support Staff I for its Circulation Department. Thirty-seven hours per week, including at least one evening per week and Saturdays in rotation. Employer-sponsored health insurance, generous paid time off, and other benefits included.

Duties include greeting patrons by phone and in person, staffing the circulation desk, registering patrons for library cards, checking on the status of materials, shelf reading, maintaining electronic and paper records, and planning, marketing, and implementing programming for adults and teens. Ability to support the organization's social media effort preferred.

Must have a valid Pennsylvania driver's license and be able to work at all locations. Must possess a high school diploma or GED, be computer literate, and have 1-4 years of previous work experience. Potential employment is contingent upon submission of background checks.

The complete job description and an application form is available at <http://mnl.mclinc.org/employment/>

Qualified candidates please email a cover letter, resume, and a completed employment application to Asha Verma at [averma@mclinc.org](mailto:averma@mclinc.org).

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