

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

Children's Department: Support Staff I—Part Time

The Montgomery County-Norristown Public Library seeks a part-time Support Staff I for its Children's Department. Eighteen hours per week, including evenings and every other Saturday.

Duties include greeting patrons by phone and in person, helping children and their families at the circulation desk, registering patrons for library cards, checking on the status of materials, weeding materials, shelf reading, and supporting the Department Head and other staff members with clerical and project-based tasks.

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 Kerri Kulesza at kkulesza@mclinc.org.

9/9/2019