



**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](http://mnl.mclinc.org)

## **Support Staff I: Digital Literacy Clerk, Part-Time**

Montgomery County-Norristown Public Library (MC-NPL), seeks a part-time (19 hours/week) Digital Literacy Clerk. Responsible for providing outstanding computer assistance to patrons in the computer lab, helping in a wide range of digital tasks such as creating resumes, filling out job applications, creating email accounts and sending emails. Assist with the implementation of computer instruction curriculum, offering one-on-one instruction and teaching classes as needed. Supports activities of the MC-NPL by staffing the public service desk when needed, performing clerical tasks, and assisting the Department Head and other staff with projects and programming. Act as substitute staff at the circulation desk, and in other departments at the 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.

### **Benefits we provide:**

- Starting salary of \$16.05 per/hour
- Work Schedule: 19 hours per week
- Generous paid sick leave
- Credit Union
- Employee Assistance Program

### **About Us:**

Our mission at 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 230 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 2024 our main Library, bookmobile services, and four branches circulated over 971,812 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

### **Qualifications:**

- High school diploma or equivalent and previous work experience of 0-4 years.
- Proficient Computer Literacy, including working knowledge of Microsoft Office applications, G Suite, and a variety of email providers.
- 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 Human Resources at [mnlhr@mclinc.org](mailto:mnlhr@mclinc.org). The complete job description and employment application can be found at <https://mcnpl.org/employment/>. MC-NPL is an Equal Opportunity Employer.