



Montgomery County-Norristown Public Library
District Library Center serving Montgomery County, Pennsylvania
1700 Markley Street, Suite 116, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: <https://mcnpl.org>

Library Assistant

Upper Perkiomen Valley Library is currently seeking a full-time Library Assistant to join our dynamic team. This position is ideal for an enthusiastic, self-motivated individual who is passionate about public libraries and community engagement. The Library Assistant plays a vital role in delivering exceptional library services to patrons of all ages. This position is responsible for assisting in staffing the public service desk, performing a variety of clerical tasks, coordinating library projects, and developing and delivering engaging programs for adults and teens. This is a full-time position with a flexible schedule that includes a combination of daytime, evening, and Saturday shifts.

Benefits we provide:

- Starting salary of \$17.66 per/hour
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance for full-time employees
- No-cost Life and AD&D Insurance
- 403B 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 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.

General Responsibilities:

- Opens/closes the library.
- Registers patrons for library cards.
- Places patrons' hold requests.
- Circulate library materials.
- Collects fines and fees.
- Advises patrons on the selection of library materials.
- Answer or refer patron reference, account, policy, and technology questions.
- Performs various library clerical functions.
- Markets library services and programs.
- Represents the 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 programs.
- Coordinate special projects
- Perform other duties as required.

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



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Qualifications:

- Completed at least one academic year of post-secondary school education or possess at least 5-7 years of previous library or customer service experience.
- Strong organizational, communication, and interpersonal skills.
- Demonstrated personal integrity and a strong work ethic.
- Self-motivated with the ability to work independently and collaboratively as part of a team.
- 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 submit an application at <https://mcnpl.org/employment/>. Please direct all inquires to the Human Resources Department at mnlhr@mcnpl.org. *Montgomery County-Norristown Public Library is an equal opportunity employer.*
AssistantAssistant