



**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)

## **Circulation Clerk (Part-time)**

Montgomery County- Norristown Public Library is seeking a part-time Circulation Clerk to work at the Norristown Branch. This position is responsible for delivering exceptional public library service to patrons. It also supports the Library's activities by staffing the public service desk, handling clerical tasks, and assisting the Department Manager and other staff with projects and programming. As needed, the Circulation Clerk serves as substitute staff at the main library, bookmobiles, and branches. The ideal candidate should be self-motivated, possess a positive attitude toward customer service, demonstrate personal integrity, exhibit a strong work ethic, and be capable of working independently or as part of a team.

### **Benefits we provide:**

- Starting wage of \$16.05 per/hour
- Work Schedule: 19 hours per week (Days, Evenings, and Weekends)
- Paid sick leave
- Credit Union
- Employee Assistance Program

### **About Us:**

Our mission at Montgomery County-Norristown Public Library 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, and support and delivers items to all 34 libraries throughout Montgomery County Pennsylvania. In 2023 our main Library, bookmobile services, and four branches circulated over 682,902 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.
- Previous work experience of 0–4 years.
- 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.

Potential employment is contingent on submitting 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 Human Resources at [mnlhr@mclinc.org](mailto:mnlhr@mclinc.org). The employment application can be found at <http://mnl.mclinc.org/employment/>. *Montgomery County-Norristown Public Library is an equal opportunity employer.*