



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

Reference Librarian – Part-time

Montgomery County-Norristown Public Library is in search of a part-time Reference Librarian. As a direct report to the Reference Services Department Head, the Reference Librarian serves as a professional reference librarian for patrons in the main library, branch, and bookmobile service areas. Provide reference services support to district libraries and their patrons. Participate in regional and statewide virtual reference services. Perform collection development in assigned areas. Write and administer grants to enhance department offerings. Develop and deliver training, workshops, and programs for staff and the public. Cross-train with other departments and branches to provide staffing assistance, as needed.

Benefits we provide:

- Starting salary of \$22 - 24 per/hour
- Work Schedule: 28 hours per week
- Generous paid time off
- 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 225 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 2022 our main Library, bookmobile services, and four branches circulated over 586,492 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 for Employment

- Master's Degree in Library Science. Ability to obtain certification as a Professional Librarian by PA Bureau of Teacher Certification.
- Experience in patron-facing public library services is preferred.
- Work experience in library reference services is desired.
- Familiarity with Integrated Library Systems (ILS) is preferred and Polaris ILS is desired.
- Spanish language fluency is desired.
- Working knowledge of Microsoft Office software.
- Excellent attention to detail and organizational skills.
- Excellent spoken and written communication skills.

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 email a cover letter, a resume, and a completed employment application to Loretta Righter at righter@mclinc.org. The employment application can be found at www.mnl.mclinc.org/employment/ *Montgomery County-Norristown Public Library is an equal opportunity employer.*