



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Montgomery County Library	JOB GRADE:	12
JOB TITLE:	Librarian III	ANNUAL SALARY:	\$46,680-\$56,000
LOCATION:	Tullis Branch Library New Caney	CIVIL SERVICE:	Yes
SHIFT HOURS:	Includes evenings & Saturdays, as assigned		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

Education, Experience and Skill Requirements

- Master’s Degree in Library Science from an ALA-Accredited program
- Previous professional library work experience including supervisory responsibilities
- Knowledge and expertise with an automated system (SIRSI Dynix Symphony software preferred), Microsoft Office, Windows
- Internet search skills
- Ability to supervise staff and organize work priorities
- Ability to accomplish objectives in a team setting
- Good communication skills, oral and written
- Must pass criminal background investigation

Primary Job Duties

- Acts as working supervisor to Branch activities in the absence if the Branch Manger
- Provides reference and reader’s advisory services, including online computer searching and instruction
- Supervise reference staff, including scheduling and evaluation
- Performs Collection Development for an assigned area, including evaluation, selecting, weeding, relocating and publicizing items in print, audio – visual or electronic formats
- Plans and implements services to meet community needs, including exhibits, programs and training
- Implements and interprets library policies for library users and staff
- Maintains an awareness of professional trends, methods and ethics
- Maintains a current awareness of automated circulation system
- Attends and participates in professional activities, conferences and committees
- Performs other work as needed
- Assist in budget development to meet unit and system goals

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	6511-7252-3	Requisition No:	2604
Date Posted:	02/28/2018	Equal Employment Opportunity Employer	