



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Montgomery County Library	<b>JOB GRADE:</b>	11
<b>JOB TITLE:</b>	Reference Librarian (Young Adult)	<b>ANNUAL SALARY:</b>	\$43,030-\$49,831.38 Dependent on qualifications
<b>LOCATION:</b>	Stewart-West Branch	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Includes evenings & Saturdays, as assigned		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	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 a ALA-accredited program
- Previous library work experience with children and/or young adults
- Experience with computer software and technology, including use of electronic catalog
- Must pass background verification
- Internet search skills
- Working knowledge of Windows and Microsoft Office
- Good communication skills, oral and written
- Presentation experience and skills
- Experience in accomplishing objectives within a team setting

## Primary Job Duties

- Provides readers advisory and reference service for children, young adults and adults, as needed, including online searching
- Implements and interprets library policies and procedures for library users and staff
- Selects and maintains materials for the young adult collection and monitors expenditures within established budget
- Plans and coordinates young adult services and programs at the branch, including summer reading program
- Develops a highly-visible public relations program for young adult services in the community, including partnerships with schools and other organizations
- Works with Branch Manager to identify needs and develop budget requests
- Organizes and coordinates youth volunteer program to help in the library
- Identifies curriculum needs in the community, plans and provides services to meet those needs
- Attends and participates in professional activities, conferences, committees and meetings, as appropriate
- Maintains and awareness of professional trends, methods and ethics, particularly with regard to young adult literature and services
- Performs other work as needed

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:	6511-7203-4	Requisition No:	2608
Date Posted:	04/25/2018	Equal Employment Opportunity Employer	