



# 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-Cataloger	<b>BI-WEEKLY SALARY:</b>	\$43,030- \$52,677
<b>LOCATION:</b>	Central Library 104 I-45 North, Conroe, TX	<b>CIVIL SERVICE:</b>	YES
<b>SHIFT HOURS:</b>	Monday-Friday (8:00am-5:00pm)		
<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
- Prior library work experience desired, including doing OCLC cataloging (at least one year)
- Experience with computer software and technology, use of Symphony helpful, but not required
- Working knowledge of Windows and Microsoft Office
- Ability to solve problems
- Ability to work independently
- Familiarity with RDA Toolkit, Bilindex, Web Dewey and LC Cataloguers Desktop
- Familiarity with LC Subject Headings (LCSH) and LC/Genre Form Terms (LCGFT)
- Awareness of emerging library standards, such as BIBFRAME/Library Reference Model (LRM)
- Good communications skills, oral and written
- Good organizational skills
- Good interpersonal skills and ability to supervise
- Experience in accomplishing objectives within a team setting

## Primary Job Duties

- Original cataloging of books, serials, and AV materials using RDA standards and LC Subject Headings
- Edits and imports new or original MARC bibliographic records from OCLC, using the MARC import utility in Symphony
- Oversees and implements enhancements of OCLC bibliographic records imported into Symphony
- Monitors updates in RDA’s continued development and gives direction to department copy catalogers for changes import practices
- Updates, transfers and modifies existing bibliographic records in Symphony
- Use LC authority files to verify unauthorized name and subject headings in Symphony
- Classifies all new materials, both adult and juvenile
- Supervises the Technical Services Department in the absence of the manager
- Maintains current awareness of professional trends, methods and ethics
- Attends and participates in professional activities, conferences, committees and meetings, as appropriate
- 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:	6511-7203-3	Requisition No:	2633
Date Posted:	06-04-2018	Equal Employment Opportunity Employer	