



MONTGOMERY COUNTY JOB POSTING NOTICE

THIS POSITION WILL NOT BE FILLED UNTIL NOVEMBER 1, 2018

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

DEPARTMENT:	Montgomery County Library	JOB GRADE:	13
JOB TITLE:	Automation and Technical Services Manager	BI-WEEKLY SALARY:	\$52,366-\$74,518 Dependent on Qualifications
LOCATION:	Central Library 104 I-45 North, Conroe, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday 7:30am – 4:30pm		
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 and Information Science from an ALA-accredited program
- Experience with Dewey Decimal System, LC Subject Heading and Genre/Form terms, OCLC bibliographic utility
- Familiarity with RDA and the emerging BIBFRAME/Library Reference Model
- Experience cataloging in an automated public library preferred, 2 years minimum
- Familiarity with SirsiDynix Symphony preferred
- Good interpersonal skills and demonstrated successful supervisory experience, essential
- Good organizational skills
- Good communication skills, both oral and written
- Ability to perform varied duties of departmental personnel
- Ability to solve problems and to work independently
- Working knowledge of Windows and Microsoft Office
- Experience in accomplishing objectives within team setting
- Valid Texas Driver’s License, or obtain in 30 days after starting, and good driving record

Primary Job Duties

- Interviews, trains, supervises, schedules and evaluates Technical Services staff (1 professional librarian/cataloger, and 7 FTE paraprofessionals)
- Serves as local System Administrator for SirsiDynix Symphony within a consortium arrangement
- Participates in HARMONIC Consortium Steering Committee and specific work groups/committees to discuss and resolve issues that affect members (Harris County Public Library, Lone Star College District, and Montgomery County Library System)
- Manages database maintenance for MCMLS
- Manages cataloging and processing of library materials for all MCMLS library locations
- Coordinates hardware and software updates within the Library System with County’s IT Department
- Maintains current awareness of professional trends, methods and ethics
- Attends and participates in professional activities, conferences, committees and meetings, as appropriate, including Administrative Leadership Team
- Works with Library Director to formulate annual budget for Technical Unit
- 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:	6511-7201-1	Requisition No:	2637
Date Posted:	6/28/2018	Equal Employment Opportunity Employer	