



# 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.

<b>DEPARTMENT:</b>	Montgomery County Library	<b>JOB GRADE:</b>	6
<b>JOB TITLE:</b>	Library Assistant IV	<b>SALARY:</b>	\$28,687-\$35,858
<b>LOCATION:</b>	Central Library (Conroe, TX)	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday – Friday (8:00am – 5:00pm) Includes evenings and 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)		

**You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.**

**\*A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

**Typing: 30wpm                  Math: 70%                  Admin: 70%**

<b><u>Testing Location:</u></b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b><u>Testing Days/Time:</u></b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<b><u>NOTE:</u></b> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
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### **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>• High School Diploma or equivalent</li> <li>• 2-4 years' work experience, library work and some supervision preferred</li> <li>• Basic computer skills required, 30WPM</li> <li>• Outstanding interpersonal skills. Ability to work well with the library customers and staff</li> <li>• Strong communication skills, oral and written</li> <li>• Ability to accomplish objectives in a team setting</li> <li>• Successful experience in handling and recording money transactions, preferred</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to organize work priorities and schedule staff to address them</li> <li>• Basic public, desk and phone etiquette</li> <li>• Library terminology, tools, methods and procedures</li> <li>• Library automation</li> <li>• Basic office practices and procedures</li> <li>• Use of standard office equipment, including typewriters, computers, calculators, photocopiers, etc.</li> <li>• Physical ability to perform the responsibilities listed</li> <li>• Principles and practices of supervision</li> <li>• Must pass Background verification</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Acts as working supervisor of the Circulation Unit, in the absence of the Circulation Coordinator</li> <li>• Supervises, schedules &amp; assists in hiring circulation staff; works with the coordinator to evaluate them</li> <li>• Interprets and implements the library policies and procedures for the library users and staff</li> <li>• Collects fines and fees; prepares daily cash receipts and weekly deposits, as needed</li> <li>• Serves as System-wide trainer for new employees – with the abilities to:             <ul style="list-style-type: none"> <li>○ Effectively present a vast array of information in a limited time frame</li> <li>○ Articulate information to varying learning styles</li> <li>○ Clearly present information and solicit the learners participation</li> <li>○ Remain on task and on target with organizational needs</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Responds to customer needs and complaints, in person or via telephone or e-mail</li> <li>• Manage stack maintenance to ensure prompt re-shelving of materials, shelf reading, tracing and searching</li> <li>• Reports problem, both automation and public relations, to Circulation Coordinator and/or Administration</li> <li>• Maintains circulation data and prepares regular statistical reports</li> <li>• Assists unit management in identifying needs and developing budget requests</li> <li>• Collaborate with other staff as needed</li> <li>• Participates in committees, meetings and training sessions, as appropriate</li> <li>• Performs other work as needed</li> </ul> |
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**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 Number:	6511-7053-2	Requisition Number:	2488
Date Posted:	2/7/2017	Equal Employment Opportunity Employer	