



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Montgomery County Library	JOB GRADE:	11
JOB TITLE:	Reference Librarian	ANNUAL SALARY:	\$43,030-\$51,099
LOCATION:	Conroe Regional Library And other Various branches	CIVIL SERVICE:	Yes
SHIFT HOURS:	Includes evenings and 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 library work experience desired
- Good communication skills, oral and written
- Strong interpersonal skills; able to work well with library customers and co-workers
- Must pass background check
- Experience with computer software & technology, including use of electronic catalog
- Working knowledge of Windows and Microsoft office
- Internet search skills
- Presentation experience and skills

Primary Job Duties

- Assist in maintaining and developing the library collections, including print, audiovisual, and electronic resources
- Selects materials for the circulating and reference collections
- Helps develop and maintain the ready reference file
- Provides readers advisory and reference service including on-line computer searching
- Performs other work as needed
- Attends and participates in professional activities, conferences, and committees
- Reference librarian is responsible for facilities and operations during weekend and evening shifts
- May plan, organize and/or present programs to address service needs and training
- Maintains an awareness of professional trends, methods and ethics
- Spend at least 20 hours per week at various branches 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:	6511-7203-30	Requisition No:	2560
Date Posted:	8/23/2017	Equal Employment Opportunity Employer	