



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.

DEPARTMENT:	Montgomery County Library	JOB GRADE:	5
JOB TITLE:	Library Assistant II (Reference)	ANNUAL SALARY:	\$26,395-32,994
LOCATION:	South Regional Library The Woodlands, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Includes evenings & 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)		

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

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

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

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> 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"> High school diploma or equivalent Previous public library work experience (volunteer work considered) Basic computer skills required, typing 30wpm Experience with automated library catalog, Internet search skills, preferred Must be able to pass background verification | <ul style="list-style-type: none"> Strong interpersonal skills, able to work well with library customers and other staff members Good communication skills, oral and written Ability to organize work priorities Ability to accomplish objectives in a team setting Physical ability to perform responsibilities as listed |
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Primary Job Duties

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| <ul style="list-style-type: none"> Receive and distribute the U.S mail and process magazines and newspapers Maintain serial orders for the County Library System Provides reader's advisory and basic information services, including online searching and instructions in use of automated catalog searching the internet and online databases and operating MS Office Assist customers with use of equipment, including preparing displays and brochures, conducting tours of groups and individuals and participating in outreach activities Assist Interlibrary Loan Librarian with materials requested from the County Library | <ul style="list-style-type: none"> Reports problems to, both automation and system, as appropriate to specific position May oversee special projects or coordinate services within the unit as needed Keeps daily and monthly statistical records for materials and services as appropriate Assists in keeping materials shelved in accordance with library policy and in keeping Adult Services area tidy and neat Assists unit supervisor in identifying needs and preparing unit budget and supply requests Interprets and implements library policies and procedures for library users and staff Participates in meetings and training, as need Works circulation desk, as needed Performs other work as needed |
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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:	6511-7051-38	Requisition Number:	2497
Date Posted:	2/22/2017	Equal Employment Opportunity Employer	