



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:	11
JOB TITLE:	Reference Librarian- Children's	ANNUAL SALARY:	\$41,777-\$52,221
LOCATION:	Tullis Branch New Caney	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)		

Education, Experience and Skill Requirements

- Master's degree in Library Science from a ALA-accredited program
- Previous library work experience desired
- Experience with computer software and technology, including use of electronic catalog
- Experience with PC maintenance desirable
- Supervisory experience beneficial
- Internet search skills
- Working knowledge of Windows and Microsoft Office
- Experience in accomplishing objectives within team setting
- Good communication skills, oral and written
- Must pass Background verification

Primary Job Duties

- Provides readers advisory and reference service including on-line computer searching for children, young adults and adults, as needed
- Assists in maintaining and developing the library collections, including print, audiovisual and electronic resources
- Selects materials for the circulating and reference collections and monitors expenditures within established budget
- Plans and coordinates children's services and programs, including summer reading programs
- Supervises full time Library Assistant II who participates in delivering youth services
- Develops highly visible public relations program for youth services in the community, including schools and other organizations
- Assist in budget development to meet unit and system goals
- Attend and participates in professional activities, conferences and committees
- Maintain an awareness of professional trends, methods and ethics, particularly with regard to children's literature and services
- 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:	6511-7203-25	Requisition No:	2409
Date Posted:	07/07/2016	Equal Employment Opportunity Employer	