



# 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>	11
<b>JOB TITLE:</b>	Reference Librarian (Part-time)	<b>HOURLY SALARY:</b>	\$20.09-\$23.69 per hour Actual salary based on qualifications
<b>LOCATION:</b>	Various library branches throughout the county	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Hours will vary. Includes some 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)		

### **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>• Master’s Degree in Library Science from an ALA-accredited program</li> <li>• Previous library work experience</li> <li>• Good communication skills, oral and written</li> <li>• Strong interpersonal skills; able to work well with library customers and co-workers</li> <li>• Must pass background investigation</li> </ul> | <ul style="list-style-type: none"> <li>• Experience with computer software &amp; technology, including use of electronic catalog</li> <li>• Working knowledge of Windows and Microsoft office</li> <li>• Internet search skills</li> <li>• Presentation experience and skills</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Provides readers advisory and reference service including on-line computer searching</li> <li>• Performs other work as needed</li> </ul> | <ul style="list-style-type: none"> <li>• Maintains an awareness of professional trends, methods and ethics</li> <li>• Assists at locations throughout the county library system, 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 No:	6511-7204-501	Requisition No:	2404
Date Posted:	06/30/2016 (revised)	Equal Employment Opportunity Employer	