



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Montgomery County Library	JOB GRADE:	12
JOB TITLE:	Coordinator-Programs	ANNUAL SALARY:	\$48,080-\$57,301
LOCATION:	Central Library 104 I-45 North, Conroe, TX 77301	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday-Friday (8:00am-5:00pm)		
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

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| <ul style="list-style-type: none"> Master’s degree in Library Science or Library & Information Science from an American Library Association-accredited program; MLS, MLIS or MA in Library Science Five years progressively responsible experience as a professional Librarian, with a minimum of two years of successful leadership in supervisory or administrative role. Knowledge of current trends in public libraries, including identifying service needs and responses, technologies and their use as well as public service activities in complex and changing environment. Ability to plan and implement programs and services to meet the changing needs of library customers and partners; to interact effectively with library users and staff of varying ages; to exercise initiative, discretion; and independent judgement; to prepare comprehensive reports and press releases and media postings based upon sound journalistic principles, including locating; analyzing, interpreting relevant information from diverse sources. Strong organization skills coupled with ability to accept and manage change while maintaining flexibility. | <ul style="list-style-type: none"> Demonstrated experience with marketing principals, including brand identity, online presence, and other marketing strategies to promote and publicize library services and programs. Experience with User Experience modalities, including face-to-face and social media. Successful fund raising experience, including ability to identify sources and secure grants, gifts, awards and to create beneficial partnerships. Superior communication, skills, both oral and written, that present ideas clearly and concisely, including presentations to individuals and groups. Knowledge of graphic design and layout; abilities to create signage and publications using desktop publishing programs and to edit and proof materials accurately. Computer fluency in Windows, MS Office and an integrated automation system (SirsiDynix preferred) Exceptional interpersonal and collaboration skills, able to work with diverse teams as well as in partnership with other staff, departments and supporting organizations. Excellent professional image and positive attitude Ability to accomplish objectives in a team setting Valid Texas Driver’s License and excellent driving record. |
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Primary Job Duties

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| <ul style="list-style-type: none"> Promotes and publicizes the Montgomery County Memorial Library System activities and services; Creates, with the assistance of Administration and Library staff, an overall marketing strategy for the System, which enhances public awareness of the value and quality of library services; informs and educates staff about library campaigns and strategic directions. Ensures consistent library identity and branding across all media platforms. Assist in development and oversight of annual budget for the unit and in statistical reporting and planning activities. Participates in the Library System’s Administrative Leadership Team Performs other work as needed. | <ul style="list-style-type: none"> Identifies viable fund-raising opportunities, including grants, gifts, partnerships and awards; writes proposals to address development objectives and administer/report on the funds, when received. Collaborates with library coordinators and unit managers to develop and coordinate innovative programming for the Library System, including presentations, exhibits and special events in support of youth services, adult, and outreach services. Coordinates information gathering, writes and edits the newsletter and library promotional materials, such as brochures, bookmarks, and online promotions. Maintains awareness of current trends and developments in library services, including participating in continuing education seminars related to departmental task and objectives. Represents the Library System at the direction of the Director. Attends and participates in professional activities, conferences, consortium meetings and committees, as applicable to responsibilities. |
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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:	6511-7001-1	Requisition No:	2619
Date Posted:	04-27-2018	Equal Employment Opportunity Employer	

